

RAMAH NAVAJO SCHOOL BOARD, INC.

Pine Hill Schools

STUDENT PARENT HANDBOOK



2026
2027



OUR WARRIOR VALUES

A true warrior lives by a strict code of honor and always strives to give their fullest effort. To uphold this code of honor one must be respectful, tolerant, and accept differences in a peaceful manner.

Warriors demonstrate a great sense of responsibility by planning, setting attainable goals and persevering to complete a task. Warriors never give up.

Warriors set a good example for others in their community by being accountable for their actions, words, and attitudes.

Warriors are strong, devoted leaders and fearless fighters for their people.

Pine Hill Schools

“Home of the Warriors”

BOARD OF TRUSTEES

Victoria Henio – President

Gjermundson Jake- Vice President

Sarah Adeky - Secretary/Treasurer

Carolyn Coho - Member

Gilbert Maria- Member

Cover design by: Kyle Goldtooth

COGNIA Accreditation:

Pine Hill Schools was accredited by COGNIA in June 2023. We have continued to maintain our national accreditation, uninterrupted, since that date with COGNIA, and COGNIA is a non-profit, non-partisan organization that conducts rigorous, on-site external reviews of K-12 schools and school systems to ensure that all learners realize their full potential. Their expertise is grounded in more than a hundred years of work in school accreditation, COGNIA’s goal is not to certify that schools are good enough but helps schools improve. The current accreditation expires June 30, 2029.

2026-2027 School Calendar

20 PINE HILL SCHOOL YEAR CALENDAR 26

July
Ya'iishjáshtsoh

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

4 - Independence Day
27 - 31 Professional Development

August
Bini'anit'áátsósi

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

3 - First day of school
14 - NN Code Talker's Day
17 - 28 NWEA Testing

September
Bini'anit'áátsóh

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

3 - Progress Reports
7 - Labor Day
18 - Professional Development

October
Ghą́ąjji'

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

7 - End of first quarter
12 - Indigenous People's Day
14 - Parent Teacher Conference

November
Nítch'its'ósi

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

10 - Progress Reports
11 - Veteran's Day
23 - 24 Professional Development
25 - School Vacation Day
26 - 27 Thanksgiving

January
Yas Nít'ees

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1 - New Year
4 - Professional Dev.
13 - PTC
18 - Martin Luther King

March
Wóózhch'íjdi

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

10 - End of 3rd Quarter
15 - 19 School Vacation Days
26 - Good Friday 1/2 Day
29 - 31 BIE Spring Assessment
31 - Parent Teacher Conference

April
T'ááchil

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

1 - 9 BIE Assessment
20 - Progress Reports
26 - NN Sovereignty Day
27 - 30 NWEA Testing

May
T'áátsóh

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

3 - 7 NWEA Testing
14 - Graduation
20 - Students' last day/End of 4th Qtr.
21 - Teacher last day/Professional Dev.
24 - Summer school starts
31 - Memorial Day

June
Ya'iishjásashchil

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

1 - 24 Summer school
1 - NN Treaty Day
19 - Juneteenth



<https://phs-warriors.rnsb.k12.nm.us>
BIA Route 140 Pine Hill, NM 87357
(505) 775 - 3242

SUPERINTENDENT

Mr. David C. Nez

PRINCIPAL

Vacant

Pine Hill Schools is accredited by:

North Central Association since

April 1, 1980

And accredited by COGNIA through June 30, 2029

State of New Mexico Public Education Department

A member of:

New Mexico Activities Association, Non-Public School

P.O. Box 220

Pine Hill New Mexico 87357

(505) 775-3242

www.phswarriors.rnsb.k12.nm.us

Approved by the RNSB Board of

Trustees, Resolution No.

RNSB-EDU-2026-029

MISSION STATEMENT

Pine Hill School's Mission is to nurture and develop students who will meet the challenges of today's ever-changing society while perpetuating their culture and language.

OUR VISION STATEMENT

Pine Hill School nurtures a holistic education leading to success in a diverse society.

OUR WARRIOR PLEDGE

I believe in myself and my ability to do my best at all times. I believe I should treat others as I want them to treat me. I believe in the strength of my heritage that is the foundation upon which I stand. And so, I dedicate myself to study hard and take pride in myself and my school.

SCHOOL HISTORY & GOVERNANCE

Pine Hill Schools' History

Ramah Navajo School Board, Inc. (RNSB), and Pine Hill Schools set a historic precedent in being the first in self-determination among American Indian Nations. Ramah Navajo families and community leaders took control of the education of the youth of their community from the Bureau of Indian Affairs in an act of Indian self-determination. They established the school against great odds and opposition. The founding school board members and the Ramah Navajo community started a grassroots movement in the early 1970's that eventually led to the passage of the "Indian Self-Determination and Education Assistance Act" (Public Law 93-638) by the Congress of the United States in 1975 – the most important national legislation on education in modern American Indian history. Our administration and faculty strive to provide a quality education by going the extra mile in their respective areas of service.

Ramah Navajo School Board, Inc. was established and incorporated in the State of New Mexico on (February 7, 1970). Ramah Navajo Middle and High School were established on February 7, 1970, and renamed in 1975 as Pine Hill Schools (K-12). Our graduates have gone on to pursue diverse careers, achieving higher education credentials and providing outstanding leadership in the military, through public service, and as professionals in many industries.

Board of Trustees

The Board provides leadership for the continual improvement of a quality educational program that is comprehensive, accessible, receptive, relevant and efficient. This includes the development and implementation of an administrative organizational structure that facilitates the educational process through efficient management and leadership. The Board takes leadership in updating existing school facilities to make them more conducive to student learning and safety.

The school is governed by a five (5) member Board of Trustees in accordance with the Navajo Nation Election Laws, 11 N.N.C., Sec. 11. The Board of Trustees is elected by the Ramah Navajo people.

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GOALS

As a school community we set forth the following goals to achieve with our students:

1. To promote and integrate Dine' identity through language, culture, values, and history of the Ramah Navajo (T'ohchini') Community to embrace walking in beauty, respecting themselves, others, and community to serve as future leaders.
2. To become literate in core content areas; Language Arts, Mathematics, Science, Social Studies and Technology so that they are prepared for continuing educational opportunities, future jobs, and/or careers.
3. To become independent and capable citizens with leadership and advocacy qualities through life skills and wellness behaviors.
4. To learn and understand diversity and empathy through local, state and global societies as contributing citizens from the Navajo Nation.

PINE HILL WARRIORS CORE VALUES

Warriors represent yourself, your family, your school and community. By making the right choices and respecting yourself and others and model the Diné Core Values.

Diné (Navajo) Core Values:

- Hózhó (Harmony and Balance)
- K'é (Kinship and Respect Relationship)
- Tááhwó Ájít'éeego (Self Reliance and Responsibility)
- Áłchíní dóó Hooghan Haz'áádóó bá Ayó'óni' dóó Il'íł (Love and Respect for Children and Family)
- Sihasin dóó Oodlá' (Hope and Faith)
- Diné Bi Bee Na'nitin dóó Óhoo'aah (Traditional Knowledge and Learning)
- Il'íł Bee Yájiłt'i' dóó Bee Íshjání Ájoo't'íł (Respectful and Action)

Six Pillars of Core Values:

- **TRUSTWORTHINESS** – A person of character is trustworthy, lives with integrity, is honest, and loyal.
- **RESPECT** – A person of character values all persons, lives by the Golden Rule and respects the dignity, privacy, and freedom of others.
- **RESPONSIBILITY** – A person of character meets the demands of duty, is accountable, pursues excellence, and exercises self-control.
- **FAIRNESS** – A person of character is fair and just, is impartial, listens, and is open to differing viewpoints.
- **CARING** – A person of character is caring, compassionate, kind, loving, considerate and charitable.
- **CITIZENSHIP** – A person of good character is a good citizen, does his or her share, helps the community, adheres to the rules, and respects authority and law.

WHEN IS THE HANDBOOK ENFORCED?

- During regular school hours and/or on school property therein.
- During transportation of students.
- Times and places where appropriate school administration and staff have jurisdiction, including but not limited to, school sponsored events, field trips, athletic functions, before and after school programs and other school related functions, on or off campus and during remote classes/meetings.

STUDENT RIGHTS AND RESPONSIBILITIES

- Right to an education free of disruption.
- Right to a safe and secure environment.
- Right to due process.

ATTENDANCE POLICIES AND PROCEDURES

A. One key aspect to a good education is making attendance a priority. School attendance is a baseline factor in determining student success. Here at Pine Hill Schools we recognize that daily attendance to school teaches our students good study habits, responsible work habits, and dedication. These qualities will benefit our students throughout their school years as well as life-long challenges. Attendance is the first step to opening the door to our students' education. Pine Hill Schools is committed to supporting students with attending school every day by providing a quality education, meeting students' educational needs and providing support in order to lay a foundation for a successful future.

The Navajo Nation and New Mexico state law requires daily school attendance for those between the ages of five and 18 (or until graduation).

Research has shown that students who attend school regularly demonstrate:

- Higher grade point average
- A stronger bond to school and community
- Greater participation in higher education
- Increased success in workforce skills

Research has shown that a high level of absenteeism creates:

- A lack of educational engagement
- A higher level of anxiety from missing instruction and from falling behind in classwork
- Social issues with classmates
- Behavior challenges and a higher likelihood of trouble with the law

B. Parents/guardians of school aged child/children are responsible for their attendance.

Parents will encourage and emphasize that regular school attendance is important.

- Make attendance to school a priority. Set a bedtime, establish a morning routine, have your child be prepared and organized.
- Be on time. Late arrival creates anxiety for the student and creates disruption to the classroom.
- Make medical appointments and other appointments during non-school hours whenever possible.
- Have your child stay home only when sick. Provide the school with documentation explaining the student's reason for missing.
- Communicate with school staff. Contact the school in advance about anticipated absences and any concerns with your child.
- Know the school's attendance policies and procedures. Support the guidelines and incentives.
- Stay involved. Participate in school meetings and activities.

C. Excused Absences:

Excused absences are days missed with a valid reason and excuses that have been communicated to the school by a parent or guardian via a handwritten note, phone call or email.

Student illness or medical conditions are the most common types of excused absences. Other reasons may include-

- Highly contagious illness.
- Participation in religious ceremonials, as required approval by an administrator.
- Bereavement
- Inclement Weather days.
- Legal reason ex. driver's license or court appearance.
- College/University visits pre-approved in advance by administration.
- Disciplinary absences.

The *excuse* will include the current date, the student's first and last name, the date(s) of the absence(s), the reason for the absence and the parent/guardian signature (if handwritten). *Parents/guardians are encouraged to provide a handwritten excuse in order to ensure documentation.*

The *excuse* will be provided to the school within 2 days from the day the student returns to school.

D. Medical Excused Absences:

Medical appointments that include illness, medical emergencies, dental or eye care require a doctor/physician note.

A *medical excuse* shall state the date(s) and/or the number of days for which the student will be excused.

Medical statements submitted to the school from an in-person doctor's visit must be original, no copy will be accepted. Medical statements submitted to the school from a virtual doctor's visit must be forwarded to the school attendance clerk with the original email from the doctor included.

The *medical excuse* will be provided to the school within 2 days from the day the student returns to school.

E. Unexcused Absences (Truancy):

Unexcused absences are days absent from school or classes for which the student does not have an allowable excuse.

A student who has accumulated five (5) unexcused absences within a school year is considered a **"student in need of early intervention"** (formerly referred to as **truant**).

A student who has accumulated the equivalent of ten (10) days or more of unexcused absences within a school year is considered **"habitually truant"**.

SCHOOL TRUANCY ACTION FLOWCHART	
Number of Days Unexcused/Staff	Intervention
3 days-teacher	Contact parent/guardian by phone or letter or e-mail; Obtain parent/guardian signature on <i>Teacher Attendance Referral (T.A.R.)</i> ; Copies of <i>T.A.R.</i> provided to parents, teachers and attendance clerk.
7 days-Attendance Clerk	Contact parent by phone, and/or certified mail a <i>Student Attendance Referral (S.A.R.)</i> ; Obtain parent/guardian signature on <i>S.A.R.</i> ; Recommend conference or home visit; <i>Attendance Contract</i> may be completed.
10+ days-Administrator or Designee	Mail a certified letter "Parent Final Notice"; Require conference or home visit; Obtain signature on <i>Attendance Contract</i> ; Parent notification reported regarding future Unexcused Absences.
10+ days-School/Community	Make SCAN Report (Suspected Child Abuse Neglect); Complete a Court Referral; Explain possible retention; Shall withdraw student from school.
<i>New Mexico statute regarding Truancy and Attendance may be found in section 22-12-9.</i> <i>25CFR 36.31: A student who has not participated, either directly or through approved alternative instructional methods or programs, in a minimum of 160 instructional days per academic term or 80 instructional days per semester without a written excused absence shall not be promoted. A school board or a school committee may review a promotion decision and, if warranted due to compelling and/or extenuating circumstances, rescind in writing such action on a case-by-case basis.</i>	

F. Student make-up work guidelines:

Students will be required to make up all missed assignments and school work due to any reason not attending a class or classes. These reasons could include but are not limited to excused reasons, medical issues, weather, disciplinary reasons, school activities or unexcused reasons.

Students will be allowed to complete the work equal to the number of days absent for example, two days of absence, make-up work should be completed in two days.

G. Chronic Absenteeism

Chronic absenteeism refers to when a student misses **10%** or more of the school year for any reason i.e. unexcused, excused, or medical. The chart below identifies the time of year and the number of days missed that outlines if a student is chronically absent

End of Grading Term	No. of days equal chronic absenteeism
1 st - 45 days	5
2 nd - 90 days	9
3 rd - 135 days	14
4 th - 180 days	18
180 Days	Total: 18 days missed of excused/unexcused absence equals chronic absenteeism

End of Grading Term: Research has shown that chronic absenteeism has a negative impact on short term and long term academic achievement. Students who are chronically absent are missing instruction time and social interaction with their peers. These students are more likely to fall behind academically and develop social issues with their peers.

Students who are chronically absent in their early years of school can fall behind at least one grade level in reading. In the later years, chronically absent students are four times less likely to graduate high school. (reference U.S. Department of Education).

Pine Hill Schools is committed to establishing best practices in a school wide approach to support students and encourage attendance.

These practices include but not limited to:

- Accurate record keeping.
- Regular communication with parents.
- Monitoring student attendance.
- Communicate student and whole school attendance.
- Document parent communication in the Native American Student Information System (NASIS).
- Establish mentors.
- Promote attendance through incentives and activities (ex. Perfect attendance)
- Develop individual plans as needed.

Review attendance in Attendance Team meetings and discuss outcomes and concerns.

The issues that cause student absences and chronic absenteeism are unique to individual students. The hope is to improve communication and cooperation with parents in order to promote collaboration to address needs and support our students in their educational journey.

TARDIES

Being tardy is arriving late for school and/or class, tardies referred for After-school Intervention Class must be 15 minutes or more, see below in table for consequences. Chronic tardiness (excused or unexcused) impacts a student's performance and grade. First Bell rings at 7:50 am and Second Bell rings at 7:55 am.

Students who arrive after 7:55 a.m. must be signed in at the front office or with a School Resource Officer (SRO) by a guardian.

- Tardiness to school will be excused only when accompanied by written/verbal notification from the parent/guardian or healthcare provider. All other tardies will be classified as unexcused. Excused documentation must be submitted within two (2) business days.
- Students and parents should do everything possible to ensure students arrive at school on time.

	Intervention	Referral
3 Tardies (15 minutes + unexcused)	Teacher/student conference and parent notification.	After-school Intervention Class assigned for 1 day
6 Tardies (15 minutes + unexcused)	Parent/Guardian notification and conference required.	After-school Intervention Class assigned for 3 days.
(9 or more) Excessive Tardies (15 minutes + unexcused)	Parent notification includes a written letter and parent/guardian conference with an Administrator.	After-school Intervention Class is assigned until the parent conference is completed.
HABITUAL TARDINESS WILL BE REFERRED TO THE NAVAJO NATION OFFICE OF THE PROSECUTOR (10 or more).		

NOTE: Excessive school absences and tardiness may affect federal and Navajo Nation financial assistance income. Letters requested by parents will not be granted if there is an excessive amount of unexcused absences. After 10 consecutive unexcused absences, students will be dropped from enrollment with a possible SCAN referral and/or Court Referral.

STUDENT RECORDS

Pine Hill Schools follows the guidelines of the amended Family Educational Rights and Privacy Act (FERPA) of 1975 and gives notice to parents of students under the age of 18 and to students 18 or older. The school will not disclose personal student information from educational records to the public without parent/guardian consent. Directory information will be disclosed for general school purposes such as name, sport participation, photo, class roster, and transportation roster.

1. The school maintains the following education records directly related to students:

- School Admission application
- Personal information records
- Certificate of Indian Blood (CIB)
- Academic records, including those from other schools attended
- Attendance records
- Disciplinary records
- Awards received/recommendation letters
- Health records (i.e. immunization records)
- Progress records
- Standardized assessment records

- Consent required for special education records (IEP evaluations)

2. Access to education records is limited to the following:

- Parents of students under the age of 18.
- A parent of a student over the age of 18, if such student is a dependent as is defined in the Internal Revenue Service guidelines.
- School officials who have a legitimate educational interest.
- To a school, or schools, in which a student seeks or intends to enroll with transfer requests. With proper confirmation and verification of the school or school district asking for the records.

3. Any parent who may have questions concerning his/her child's education records may come in Monday through Friday between the hours of 8 a.m. and 4 p.m. to request a review of student records through the School Registrar's office. Any student may review his/her folder through the same arrangement, or with the school counselor.

4. Transcript Request: Unofficial/Official transcripts can be provided by the School Registrar. Transcript requests are free.

GENERAL INFORMATION AND POLICIES:

ACADEMIC HONORS

Students may participate in academic honors which are based on the students' grade point average and attendance at the end of each semester.

Grades Kindergarten through 11th Grade:

- Perfect Attendance Award
- Honor Roll
- Other awards: Citizenship, Academics,

For Seniors Only

- Award – Students with the highest G.P.A. (High school seniors can qualify for the Award; Valedictorian/Highest G.P.A.)
- Salutatorian - Student with the second highest G.P.A.
- Attendance Award – Student with perfect attendance during their senior year
- Superintendent Leadership Award – Student who demonstrates leadership during their senior year

ATHLETIC PROGRAMS

Students participating in sports must maintain a grade point average of 2.0 G.P.A. or higher **with NO F's**. Students must obey the school rules/policies and/or follow the New Mexico Athletics Association (NMAA) guidelines and adhere to the PHS Student Athletic Handbook. Any behavioral referrals, the Athletic Director (AD) will need to be notified for disciplinary

action. Students participating in athletics are required to attend school every day (see attendance policy). Attendance is mandatory to take part in sports. You must be present on the day of any athletic event. Consistent attendance is essential for both academic success and athletic participation.

Elementary, Middle School, and High School Athletic Programs will be determined by the Athletic Director and available Coaching Staff. The Athletic Director will announce programs during the athletic seasons.

Elementary

Basketball B/G

Grades 2 – 5

Middle School

Cross Country B/G

Grades 6 – 8

8-man football	Grades 6 – 8
Girls Volleyball	Grades 6 – 8
Basketball B/G	Grades 6 – 8
Track & Field B/G	Grades 6 – 8

High School

Golf B/G	Grades 8 - 12
Girls Volleyball	Grades 8 –12
Cross Country B/G	Grades 8 –12
8-man football	Grades 8 –12
Basketball B/G	Grades 8 - 12
Track and Field	Grades 8 –12

BACKPACKS

Random backpack checks will be implemented throughout the school year. Student backpacks must be placed in a designated area within each classroom every day.

BUS/TRANSPORTATION

Bus service is available to all students attending our school. Students attending PHS are required to ride the bus to/from school *unless there is written documentation from the parent/guardian* that indicates otherwise. Any bus changes must be submitted in writing or communicated by phone no later than 12:00 pm. The administrative assistant at the front office will fill out the bus change form and give the form to the teacher. The teacher will walk the students to the bus and ensure the bus driver receives the bus change form. The form will be scanned and emailed to the transportation supervisor the same day.

Teachers or substitutes will ensure all students are getting on the right bus.

CLASS TIMES

Monday – Thursday Friday Schedule

Elementary	7:55 a.m. – 3:30 p.m. 7:55 a.m. – 1:00 p.m.
Mid/High School	7:55 a.m. – 3:30 p.m. 7:55 a.m. – 1:00 p.m.

Student and classroom schedules can be made available upon request through the registrar's office.

CLUBS/ORGANIZATIONS

The clubs/organizations are composed of elected officers and/or students to carry out class activities in fundraising or promoting school spirit events.

- Open to all students.
- Operate within established guidelines.
- Faculty advisor is approved by an administrator.
- Be an approved club organization.
- Must adhere to attendance policy, excessive absences may cause for removal if a student holds an elected officer position.

COGNIA AND COMMON CORE STATE STANDARDS (CCSS)

The intent of Cognia and Common Core State Standards is to provide consistent high expectations at each grade level. Teachers will implement and set academic goals for students in preparation for college, workforce training, and life.

COUNSELING SERVICES

All students will be provided with social, behavioral, and academic counseling according to the American School Counselors Association (ASCA) model. Counselors are provided at the elementary, middle, and high school departments. Counselors will also provide referrals to community resources.

CREDIT RECOVERY

Students lacking credits will enroll in an online credit recovery program using Acellus during the school year. Students will also have opportunities to recover credits during summer school as confirmed by the Student Success Advisor.

DESIGNATED STUDENT AREAS

Students are not permitted in unsupervised areas, including hallways, portables, and any location without staff supervision—particularly before and after school hours. Middle school and high school students are not allowed in the elementary building at any time, except when attending an assigned class in the elementary building. Students will always remain in their designated assigned areas.

DUAL CREDIT

Dual Credit is a program that allows high school students to take college classes while they are still in high school. It is open to juniors and seniors who qualify. This allows students to earn free college credits and to get a head start in their studies. Pine Hill Schools partners with New Mexico State University (NMSU) – Grants Campus. These grades are included on the high school transcript and calculated within the GPA. Three credit college courses equals one full credit of High School.

ENROLLMENT

Required Documents for Registration (Pre-K – 12th Grade):

- **Birth Certificate** (*new students only*)
- **Certificate of Indian Blood (CIB)** (*new students only*)
- **Social Security Card** (*new students only*)
- **Up-to-date Immunization Record** (*new and returning students*)
- **Transferring Students** must also bring:
 - **Official transcripts** from the previous school
 - **Withdrawal forms** from the last school attended
- **Up-to-date Legal Guardianship Documents**, if applicable
- **Additional documents as needed for enrollment**, such as:
 - **Individualized Education Plan (IEP)**
 - **Section 504 Plan**
 - **Other relevant student support documents**

Additional Enrollment Policies:

- **Open Enrollment**

Pine Hill Schools reserves the right to accept enrollment applications based on each student's individual circumstances. Bureau of Indian Education (BIE) does not fund or allow non-native students to attend BIE funded schools or Tribally Controlled Schools without Certificate of Indian Blood, unless their parents are employed by the school.
- A behavior check will be conducted with the student's previous school by the school administration, especially for students enrolling outside of the regular enrollment period.
- If a student has been long-term suspended or expelled from their previous school:
 - Enrollment at Pine Hill Schools will be at the discretion of school administration.
 - The student may be required to complete the full terms of the suspension or expulsion before being allowed to enroll.

Kindergarten Enrollment Policy:

- Per 25 CFR, students entering Kindergarten must be five (5) years old on or before December 31st of the current school year.

EXAMS/ASSESSMENTS

Pine Hill Schools students are **required** to participate in standardized assessments that measure student progress. *BIE Assessment or Assessment deemed necessary to measure students' academic growth.

1. BIE Science Assessment Grades 3, 5, 8, & 11
2. BIE ELA and Math, Grades 3–12
3. Northwest Evaluation Association (NWEA) Grades FACE (pilot), Preschool, K–12 (3 times a year)
4. English Language Assessment Survey (WIDA) for Grades K–12
5. BIE Alternative Assessment (Based on Special Education IEP)
6. DLPA Dine Proficiency Language Assessment (2 times a year)
7. ONLC-TSBA Oral Navajo Language and Culture Test – Standard Based Assessment (once a year)

8. Pine Hill Dine Language Proficiency Assessment (two times a year)

RECOMMENDED TO PARTICIPATE IN:

ACT – Recommended for College Entrance Grades 11 & 12 ASVAB –
Recommended for Military Entrance Grades 9–12
Navajo Nation Seal of Bilingual Proficiency (12th grade)

FOOD/BEVERAGES:

“Energy drinks” of any kind are not allowed on campus and/or any off campus school events. Beverages that are considered as a source of energy, drinks containing a high percentage of sugar and caffeine, or other stimulants, i.e. Monster, Red Bull, Rock Star, or any other.

No eating or beverages of any kind in the classroom (except as rewards, class parties, during food sales/fundraising events, or when specified on student’s IEP and/or Section 504 plan).

PARENT ENGAGEMENT PROGRAM: PARENT PARTNERSHIP COMMITTEE

The Parent Partnership Committee coordinates education events that enhance student success.

- Provides parents and their families with opportunities to strengthen communication between school and home.
- Provides opportunities for parents to network and socialize amongst each other.
- Offers parent training/resources which focus on ways to strengthen student academic achievement, social emotional skills, mental health wellness, and parenting skills.

FIELD TRIPS

The parent or guardian must sign a parent consent form allowing his/her child to participate in all school-sponsored field trips and athletics throughout the specified school year (excluding overnight field trips). Field trip Permission Slips must be signed by a parent or guardian and should include any medical or allergy concerns. All medical information will be kept confidential and will only be used to keep the student safe. A 504 plan is recommended for students who have severe medical or allergy issues.

- Students are not eligible to participate if they are suspended.
- Students may not be eligible due to poor behavior, failing grades, and low attendance.
- Students are to remain with their class and teachers and/or chaperones at all times while on field trips.
- It is highly recommended that permission slips must be turned in by the date requested by the sponsor.
- Permission slips turned in on the day of the trip will be accepted, and a verbal permission may be accepted over the phone and the student may participate in the field trip.
- Checking out students from field trips will only be allowed at the designated location on the field trip permission forms with prior notification to the sponsor; IDs may be checked in accordance with NASIS.
- Seniors Only - Seniors will abide by the Senior Contract.

Student field trip check out guidelines

1. Checkouts are allowed by the teacher based on the field trip permission form.
2. All checkout procedures will follow NASIS protocol.
3. All checkout arrangements must be made with the teacher prior to the field trip.
4. All individuals checking out students will need proper ID.
5. Students over the age of 18 will require a parent or guardian’s signature for check-out regardless of age.
6. Checking out students from field trips will only be allowed at the designated location on the field trip permission form. Identification may be verified according to NASIS records. Only individuals listed as the student’s legal guardian or parent in NASIS will be allowed to check them out. If someone not listed in NASIS is checking the student out, they must present a written notice from the parent/guardian or the parent/guardian must notify the sponsor by making a phone call. A field trip checkout form must be signed at the time of release.

FIRE DRILLS

Students will evacuate following the Pine Hill Schools Emergency Procedures Quick Reference – COOP posted in each classroom and throughout the campus.

- During any emergency or drill, students must follow all teacher instructions promptly and remain calm.
- Fire drills will be conducted randomly throughout the school year to ensure preparedness in the event of an actual emergency.
- Ensure the classroom First Aid Bag is brought during all evacuations.

FUNDRAISING

- All fundraising activities must receive prior approval from school administration. The sponsor needs to create a Plan of Operation which contains the following: purpose of the fundraising, the Point of Contact person, how the money will be counted and deposited, and how it will be used in coordination of the fundraising purposes.
- Clubs and organizations must submit a Plan of Operation Form to the Principal and Superintendent within two business days of the proposed fundraising date or if it is a yearlong fundraising plan, a year schedule will need to be specified. Food Handlers permit must be attached for all participants who will be handling food.
- All sales must occur during non-instructional time (e.g., before school, lunch, or afterschool).
- Students must eat in the cafeteria first before being allowed to go to the fundraising food sale.
- A sponsor must be present and actively supervise the fundraising activity at all times
- All profits must be deposited with the Business Tech Office immediately after the sale.
 - Funds must be submitted the same day or within twenty-four (24) hours of the activity.
 - Failure to comply may result in denial of future fundraising privileges.
 - The sponsor will deposit the money and no one else.
- Students and sponsors involved in food-related fundraisers must have a current food handler's certificate on file.
- Sponsors are responsible for monitoring student officers' academics, attendance, and behavior throughout the school year.
- Student Officers who fail to meet expectations for academic performance, school attendance, and behavior and conduct may be removed from their position.

GRADING SYSTEM

Honor Roll (Based on a 4.0 Grade Point Average (GPA))

A = Excellent	90 – 100%	4 points	High Honor Roll	3.75 – 4.00
B = Above Average	80 – 89%	3 points	Honor Roll	3.50 – 3.74
C = Average	70 – 79%	2 points	Merit Honor Roll	3.00 – 3.49
D = Below Average	60 – 69%	1 point		

F = Failing 0 – 59% 0 point

- A Outstanding in thoroughness, accuracy, and performance
- B Above average in performance
- C Average in performance
- D Below average in performance, but not acceptable for graduation credit
- F Failing work

The school principal will be responsible for ensuring teachers keep students' grades and attendance up to date in NASIS. GPA Computation example:

Period 1 = C C = 2

Period 2 = B B = 3

Period 3 = A	A = 4
Period 4 = B	B = 3
Period 5 = A	A = 4
Period 6 = C	C = 2
Period 7 = B	B = 3
Total = 21 points divided by 7 classes = 3.0 GPA	

<u>High School Credit Classification/Grade Level Chart</u>	
<u># of Credits Earned</u>	<u>Grade Level</u>
0-6.5	9th grade
6.5-12.5	10th grade
12.5-18.5	11th grade
More than or equal to 18.5	12th grade

HALL PASSES

All students who are out of class during instructional time must have a hall pass signed by a staff member.

HEALTH

EMERGENCY ILLNESS

If a student becomes ill at school, the parent or guardian will be notified so that treatment can be given as soon as possible. In case of an emergency, Emergency Medical Services will be called immediately. A nurse, or school personnel, will evaluate students who may become ill or injured.

HEAD LICE

Pine Hill Schools follows the Centers for Disease Control (CDC) and Prevention recommendation that “Students diagnosed with live head lice do not need to be sent home early from school; they can go home at the end of the day, be treated, and return to class after appropriate treatment has begun. Nits may persist after treatment, but successful treatment should kill crawling lice.” We understand that head lice can be a nuisance but they have not been shown to spread disease. Personal hygiene or cleanliness in the home or school has nothing to do with getting head lice. This nuisance should not disrupt the educational process. Head lice are not responsible for the spread of any disease, are not a sign of uncleanliness, and do not pose a health

hazard. In-school transmission is considered to be rare and when transmission occurs, it is generally found among younger-age children with increased head-to-head contact. Pine Hill Schools will follow its procedures to which supports the inclusion and academic achievement of students with verified cases of head lice . Its objectives are to allow the student to fully participate in all educational and school-sponsored activities. In severe cases, the administration may send the student home. Center for Disease Control (CDC) Head lice treatment notification brochures are available at the front office. Posters will be posted throughout the school.

HEALTH SERVICES

MEDICATION

Medications will not be administered to students by school personnel due to medical and health liabilities.

Special considerations will be reviewed by the administration on a case-by-case basis. Teachers, staff, and administrators are *not* allowed to dispense over-the-counter medication to students.

NUTRITION

All students are served a nutritious breakfast and lunch every day through the USDA food program. Students with allergic reactions to certain foods must have a Diet Authorization Form on file with the administration. This form has to be filled out by a licensed health practitioner that can verify the Special Diet to change a student's meal plan. Forms are available with our School Registrar.

RESTROOM ACCIDENT POLICY

(K to 5th Grade) In the event of a *bathroom accident*, the student can change in the restroom. It is recommended that parents provide a change of clothing. If a student needs assistance, parents will be notified by the teacher/staff and two staff members will assist the student. Parents may be asked to check out the student. If the student does not have a change of clothes, the school will provide clothing from its supply, choosing the nearest possible sizes available.

(For Middle and High School) Feminine products upon availability.

HOMEWORK

Homework is an extension of lessons presented in class and benefits the students by providing practice and reinforcement. It can also help students develop a sense of responsibility and organization. When your child is absent from school or out for an extended period of time please call the school attendance secretary.

JOHNSON-O'MALLEY PROGRAM (JOM)

The JOM program is a federally funded program that provides supplemental educational services for eligible American Indian and Alaska Native students attending public schools and certain tribal schools. It was authorized under the Johnson-O'Malley Act of 1934 and is administered by the Bureau of Indian Education. The Program is designed to improve educational opportunities and academic success for Native American students by providing culturally relevant, supplemental services that public schools may not otherwise offer.

LAW ENFORCEMENT JURISDICTION

The Ramah Navajo Police are responsible for upholding and enforcing laws on the school campus. In cases involving serious crimes and/or investigations may be conducted by the Federal Bureau of Investigation (FBI), Navajo Nation Law Enforcement, Cibola County Sheriff's Department, New Mexico State Police, and/or other law enforcement agencies as appropriate.

LOCKDOWN DRILL

Lockdown drills are a means of practicing preparedness in the event of an intruder or criminal act. Generally, an announcement is given that the building is going on an immediate lockdown. At that point, all occupants present at the time of the drill go to a room and lock all doors and windows tight. The lockdown drill is not released until the administrator alerts staff in person. Refer to the Pine Hill Schools Emergency Procedures Quick Reference – COOP and follow Pine Hill Schools staff instructions. Lock Down Drills will be conducted randomly throughout the school year.

LOST AND FOUND

All lost and found items should be taken to the front office as soon as they are found. Students are encouraged to write their names on all personal belongings to make identification and recovery easier. To prevent loss or theft, students should avoid bringing valuable items to school. Pine Hill Schools is not responsible for any lost, stolen, or damaged personal items brought to campus by students.

MCKINNEY-VENTO HOMELESS ASSISTANT ACT [42 USC§ 11432(G) (3) (C)]

Under the McKinney-Vento Homeless Assistance Act and the Bureau of Indian Education (BIE) Title I Homeless Education Program, homeless children and youth must be provided immediate enrollment in school, even when required enrollment documents are unavailable. Homelessness exists within the Navajo Nation and impacts enrollment,

attendance, and academic success of affected children and youth. Schools must remove barriers to enrollment, attendance, and academic success by ensuring access to a free and appropriate education and services comparable to those provided to non-homeless students. The designated homeless liaison is responsible for assisting families in obtaining necessary records and connecting students with available educational support and resources. McKinney-Vento Homeless Act Liaison: Robia Adeky-Wood, Student Success Advisor. Contact: (505) 979-9238 or robias@rnsb.k12.nm.us

NASIS PARENT PORTAL

Infinite Campus, <https://mst2.bie.edu/campus/pinehills.jsp>, has developed a Parent Portal to allow parents/guardians to view the records of their child/children via the Internet. Pine Hill Schools will provide parents/guardians of currently enrolled students the privilege of free access to the Parent Portal. Only parents/guardians of students enrolled in the school will be allowed access to the Parent Portal. Parents/guardians please see the IT department to set up a username and password. The purpose of this portal is to enhance communication between the school and parents/guardians. They will have access to the following:

- Personal Data
- Attendance
- View/Print student schedules
- Grade book and assignments
- View/Print progress reports

Pine Hill Schools reserves the right to add or remove any of the above functions from the Parent Portal at any time.

NAVAJO LANGUAGE AND CULTURE

Navajo Language & culture classes are provided from Early Childhood, FACE through 12th grade. Since 1984, the Navajo Nation mandated instruction in Navajo language and culture in K-12 schools within its boundaries. Students enrolled in the Dual Language program are assessed annually to monitor and support their academic growth.

NAVAJO SCHOOL CLOTHING PROGRAM

Students enrolled in FACE, Preschool, and K-6th grades and enrolled in the Navajo Tribe are eligible for Navajo Nation clothing assistance. The Navajo Family Assistance Services (NFAS), under the Department for Self-Reliance, administers the Navajo Education Incentive (NEI), formerly known as the Navajo School Clothing Program. **Parents will need to complete an application with the Navajo Family Assistance Services. Call for more information: (928) 871-6851 or 7635.**

NICOTINE-FREE SCHOOL POLICY

To promote a safe, healthy, and positive learning environment, the use, possession, distribution, or sale of tobacco and nicotine products is strictly prohibited on all school properties, in school vehicles, at school-sponsored activities, and during off-campus school events at any time. Prohibited products include, but are not limited to, cigarettes, cigars, smokeless tobacco, e-cigarettes, vapes, nicotine liquid containers, nicotine pouches (such as Zyn), and any products designed to imitate tobacco or nicotine products. Tobacco and nicotine advertising is also prohibited on school grounds. Students who violate this policy will be subject to progressive disciplinary measures that may include parent notification, counseling referrals, educational interventions, community service, and other consequences outlined in the student handbook. The school will provide prevention education and support resources to encourage healthy choices and help students avoid or overcome nicotine use.

PARENT PARTNERSHIP COMMITTEE (PPC)

The Parent Partnership Committee will be the liaison for the parents/guardians of students to promote, advocate, and provide quality academic achievement resulting in success.

- PPC meetings are held on the second Wednesday of each month.
- Parents/Guardians are encouraged to participate in monthly meetings for updates and planning for school functions/activities. The meetings need to be effective, productive, and engaging. It should not just be a gripe session.
- Members include one PPC- President, one PPC Vice-President, one PPC-Secretary/Treasurer, and two PPC Members.

- PPC encourages parents/guardians to apply for membership if interested in becoming a member.
- See PPC By-laws for additional information

PARENT/TEACHER CONFERENCE

Parent/Teacher Conferences are held quarterly. Parents/Guardians are encouraged to participate in their child(ren)'s conference to learn about their child's academic progress.

PHONE CALL/CELLPHONE

Parents/Guardians will come or contact the office if you need to deliver a message to your child during school hours. Students may not use cell phones during school hours. The student will go to the front office if the situation is urgent. If cell phones are used in class, they may be confiscated, and/or parents will be called.

CELLPHONE GUIDELINES/POLICY

- Students are not permitted to use or have their cellphones visible or turned on during instructional time.
- During instructional time, cell phones must be inside the backpack or in the teacher's designated cellphone box.
- Students are not permitted to use or have their AirPods visible or turned on during instructional time.
- No cellphones/AirPods during testing/state assessments.
- Teachers will follow disciplinary guidelines.
- The student is solely responsible for his/her cellphone.
- The school and its staff are not liable for the students' cell phones.
- Failure to comply with cell phone policy, an Incident Report on Electronic Devices form will be completed by the teacher, and consequences will be administered according to the school wide policy.
- Cell phone use exemptions may be granted case-by-case, based on a student's IEP or 504 plan.

PROGRESS REPORTS

A progress report will be sent to parents/guardians midway through each marking period for all students. The school registrar will prepare the report, which will be mailed to the student's home.

PROMOTION

Definitions:

- **Promoted:** The student has satisfactorily met all requirements for grade level for promotion to the next grade level.
- **Assigned:** The student has been assigned to the next grade level; however, they have not met all academic requirements and have not earned full credit for the current grade. To address this, the student will be required to take remedial classes or enroll in a credit recovery program to make up the missing coursework.
- **Retained:** The student has not met the requirements and will be retained in the present grade level.

Requirements for Promotion:

- **Elementary students** will be promoted or assigned to the next grade based on their teacher's recommendation, the passage of the minimum grade standard, and meeting the *25 CFR 36.31* unless an Administrative Waiver is obtained.
- **Middle School students** will be promoted to the next grade based on the teachers' recommendations, passage of the minimum grade standard (1.0 G.P.A.), and meeting *25 CFR 36.31* unless an Administrative Waiver is obtained.
- **High School students** will be promoted to the next grade based on the earned credit requirements per grade level.

REQUIREMENTS TO PARTICIPATE IN 8TH GRADE PROMOTION

The Eighth-Grade Promotion occurs at the end of a student's eighth-grade year. Students who have met the academic,

attendance, and school criteria (all finals completed and textbooks and technology returned) set by Pine Hill Schools may participate.

- Students are required to have a minimum of a 1.0 GPA and have no more than 20 days of absences for the school year.
- Attire: Non-compliance with the dress code means non-participation in the ceremony. Ladies: dress, skirt, or slacks, blouse, dress shoes/sandals, or traditional attire; Men: slacks (or nice jeans-no holes), collared shirt, dress shoes, or traditional attire.

REQUIREMENTS TO PARTICIPATE IN THE HIGH SCHOOL GRADUATION

- High School students will receive credit for each course upon satisfactorily meeting the established criteria (See “Graduation” High School requirements”).

REFERRALS

The Student Assistance Team (SAT) is a staff-supported team designed to screen and assist students who may need special accommodations/interventions to succeed in school. See SAT guidelines at NMPED website.

Registered Sex Offender (RSO) Campus Access

1. Policy. Except as required by applicable law, RSOs are prohibited from entering or remaining on RNSB campus property, including buildings, grounds, and on-campus events, whether during instructional hours or at any campus event open to the public.
2. Limited Exception. An RSO may be permitted limited access to campus property only when denial of such access would violate a legal obligation, to include:
 - a. A valid court order expressly authorizing the RSOs presence on campus property; or
 - b. A legally protected parental or guardianship right that cannot be reasonably accommodated through alternative means, such as through remote communication and off-campus access to reports and interaction with instructional staff.
 - i. Upon learning of a parent or guardian’s status as a RSO, the Superintendent/Principal, in coordination with the School Resource Officer and other Administrative Staff, will communicate the restrictions of this Policy to the parent or guardian and work to establish a written accommodation plan to modify participation only to the minimum extent necessary to comply with this Policy.
 - ii. The Superintendent/Principal shall take all precautions to protect the privacy of the parent or guardian and student in establishing an off-campus accommodation and limited campus access plan.
 - c. Any RSO campus property access permitted in accordance with the exceptions identified in this section shall be subject to strict conditions, including property access only during specific times, supervision by the School Resource Officer or on-duty Security Officer, and use of alternative meeting locations or remote participation where feasible. The written accommodation plan will identify specific conditions of permitted campus access, including the location, duration, and supervision requirements of any visit. In all circumstances, RSOs shall be prohibited from unsupervised student contact.
3. Notification Procedures.
 - a. Any School staff who become aware of an RSO on campus property unsupervised by the on-duty Security Officer in accordance with Section II of this Policy, shall immediately notify the Superintendent/Principal, any other Administrative Staff, or on-duty Security Officer.

- b. The Superintendent/Principal, any other Administrative Staff, or on-duty Security Officer shall direct the RSO to leave campus property immediately.
 - c. The on-duty Security Officer will immediately contact the Law Enforcement Agency having jurisdiction over the individual to report their presence on campus and file a Police Report.
 - d. If the RSO refuses to leave the premises, the School shall contact the Ramah Navajo Police Department, followed by the Cibola County Sheriff's Office, the McKinley County Sheriff's Office and the State Police as appropriate, to enforce removal and/or trespass prohibitions.
- 4. Community Notification. When an RSO is authorized limited access to campus pursuant to Section II of this Policy, the School may notify parents or guardians of students to ensure community awareness and support safety.
 - a. Such notification provided shall be strictly limited to information necessary to promote campus safety and shall not be used to harass, discriminate against, or retaliate against any student, parent or guardian, or community member associated with the school.
 - b. Notification shall not include Personally Identifiable Information, as defined in the Family Educational Rights and Privacy Act (FERPA), codified at 20 U.S.C. 1232g, about the student of the parent or guardian who is an RSO.
 - c. Notifications provided under this section shall comply with RNSB policies and applicable law as noted in Section VII of this Policy.
- 5. Student Privacy and Anti-Harassment. In effectuating the requirements of this Policy, the School must ensure at all times that no student is subject to harassment, bullying, discrimination, or retaliation of any kind based on the identification of his or her parent or guardian as a RSO.
 - a. Harassment, bullying, discrimination, or retaliation directed toward any student will be addressed in accordance with the RNSB Policies.
 - b. Any School staff who become aware of such conduct must report it immediately to the Superintendent/Principal for investigation and appropriate action.
 - c. The School will take reasonable steps to ensure the equal educational access and dignity of any student whose parent or guardian is subject to this Policy.
- 6. Confidentiality. Documentation related to RSO status, or a RSO campus access determination shall be maintained separately and securely by the Superintendent/Principal, with access limited to designated staff on a need-to-know basis, and in accordance with Section IV of this Policy and all applicable privacy laws.
- 7. Authority. This Policy is adopted in accordance with applicable law:
 - a. The Navajo Nation Sex Offender Registration and Notification Act, 17 N.N.C. 2100 *et seq.*, as amended;
 - b. The Navajo Nation's adoption of SORNA (Sex Offender Registration and Notification Act, Title I of the Adam Walsh Act, 34 U.S.C. § 20911, *et seq.*), as applicable, 17 N.N.C. § 2101.
 - c. Family Educational Rights and Privacy Act (FERPA), codified at 20 U.S.C. 1232g.
 - d. Federal constitutional law and any court orders governing individual RSOs.

Monthly, the Ramah Navajo School Board Security Department will review the Navajo Nation, Cibola and McKinley County, State of New Mexico and the Federal Registered Sex Offender data bases to identify any Registered Sex Offenders who are in our local area. Once they have identified these individuals, they will create a list and forward it to the Superintendent/Principal, Assistant Principal, Counselors, Administrative Assistants, school personnel, Safety Compliance Officer and the School Safety Committee so that they are all aware of who these individuals are and if they have children/grand children who attend any of the Pine Hill Schools programs.

The Navajo Nation Sex Offender Registration and Notification Act mandates that registered sex offenders residing, working, or going to school within Navajo Indian Country must register with the Navajo Police Department. The Navajo Nation also requires public notification of registered sex offenders through websites and other means, ensuring communities are aware of their presence.

Failure to register or absconding from registration can lead to arrest and potential federal prosecution, according to Navajo Nation laws.

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Failure to register or absconding from registration can lead to arrest and potential federal prosecution, according to Navajo Nation laws.

REPORT CARDS

Student grades for elementary, middle, and high school are reported four times each school year. Progress is documented through a 9-week progress report prepared by each classroom and subject teacher. Report cards are distributed during parent/teacher conferences, NASIS Parent Portal, and/or mailed to the parent's address at the end of each 9-week grading period.

October 7, 2026	End of 1 st 9 weeks
December 18, 2026	End of 2 nd 9 weeks
March 10, 2027	End of 3 rd 9 weeks
May 20, 2027	End of 4 th 9 weeks

RETENTION

Students with academic deficiencies, the teacher shall notify the school administrator no later than the end of the second grading period if retention is anticipated (End of December).

The Student Assistance Team (SAT) Referral will be completed.

The teacher shall work closely with the school administrator, counselor, and the support personnel to develop an academic support program. In the event of possible retention, the parent shall be notified no later than the end of the third grading period (March).

Disagreement of Request for Retention: A conference with the school administrator, teacher, counselor, and parent will be scheduled. Records and documentation will be reviewed.

A parent or guardian who refuses to allow his (or her) child to be retained shall sign a waiver. The student will be required to attend summer school and after school programs.

SCHOOL CLOSURE POLICY

On inclement weather days, school will be delayed by two hours and/or cancelled. This information will be shared through the One Call Now System, social media, and KTDB Radio Station.

SAFETY

SEARCH AND SEIZURE

The school recognizes and will preserve the students' right to privacy and security of personal effects. However, the school retains the right to inspect school property, including but not limited to the student and bag packs, desks, for safety or health hazards, violation of school regulations, property maintenance, and accountability is reserved to the administration. Pine Hill Schools will not be responsible for damage related to the search.

A student's personal items, including backpacks, purses, bags, or wallets, will not be examined without the student's presence or permission, unless there is probable cause or suspicion. An example includes, but is not limited to, video footage and school sensors, the odor of drugs or alcohol, the attention of a drug dog or probable cause, or reasonable suspicion. This would justify a complete inspection of one's personal and school property, even without the student present. School security will be notified.

The person conducting the search is required to have documented facts that would lead towards the suspicion that criminal activity was taking place or forthcoming and that evidence of that activity would be discovered by a search.

Clause to be used by the school official conducting the search, "I am going to search your _____, because there is reasonable suspicion that it may contain contraband."

Private vehicles may be inspected if parked on school property and if the school official has a reasonable suspicion that contraband is contained inside the vehicle.

Pine Hill Schools may practice the following types of searches: pockets, book bags, backpacks, purses, wallets, drug-sniffing dogs, school-wide belonging searches, shoes and socks, phones, and private vehicles.

Pine Hill Schools is not responsible for lost or stolen items that are unauthorized but brought to school by students which may or may not be confiscated.

SECTION 504 OF THE REHABILITATION ACT OF 1973 / AMERICANS WITH DISABILITIES ACT

(ADA) These are Federal Laws that prohibit discrimination against persons with a disability in any program receiving federal financial assistance. The laws define a person with a disability as anyone who:

- Has a mental or physical impairment that substantially limits one or more major life activities.
- Has a record of such impairment, or is regarded as having such impairment

In order to fulfill its obligation under Section 504 and ADA, Pine Hill Schools recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability will knowingly be permitted in any of the programs and practices in the school system. Pine Hill Schools has specific responsibilities under Section 504, which include the responsibility to identify and evaluate and if the child is determined to be eligible under Section 504, to afford access to appropriate educational services. Pine Hill Schools abides by all federal and state ADA laws and guidelines.

SENIORS (UPCOMING GRADUATING CLASS)

Requirements for Graduation Preparation:

- Must have a Plan of Operation in place at the beginning of the school year.
- Must have a signed parent contract in place at the beginning of the school year.
- Must have a complete budget by end February 26, 2027
- Must have a secure date, location of ceremony, supplies/purchases, planning, etc. by early Spring semester.

- Senior trip destination will be limited to California, Texas, and the four corner states.
- The senior trip must be reasonable, allowable, and allocable.

Senior trip is a privilege. All students attending the senior trip must meet the following criteria:

- Must participate in fund-raising and other activities assigned by the senior sponsor.
- No major behavioral referrals in their senior year. (behavioral referrals will be reviewed on a case-by-case basis)
- On-track to graduate (i.e. credit requirements, see Counselor).
- Complete all testing and class requirements.
- Must be enrolled by “Count Week” (i.e. September).
- Attend school on a regular basis and not have any excessive unexcused absences.

Graduation: Graduation is a representative of the values and integrity of Pine Hill Schools. The students are responsible for staying informed about their graduation status throughout the school year and for regularly communicating with either their sponsor/co-sponsor, counselor, and teachers to stay on track. Only those who have fulfilled all graduation requirements will be permitted to take part in the graduation exercises.

Diplomas are withheld until a student clears any pending financial obligations with the school. Graduating seniors who engage in misbehavior—including senior pranks—or who are suspended long-term or expelled will forfeit the privilege of participating in the graduation ceremony.

One Call Now

A One Call Now is a phone call made to parents or guardians informing them of unexpected delays, early dismissals upcoming events, and other important announcements.

- All parents’ information will be entered into our NASIS system at the beginning of the school year.
- Parents/guardians must update their phone numbers through the NASIS parent portal at any time.
- It is the responsibility of the parents to notify the school of any changes in phone, email and address information.

STUDENT CHECK-OUT PROCEDURE

To ensure your child’s safety, we will request identification from everyone. **All authorized persons must obtain a check-out slip from the office before the student can be checked-out.**

- Parents or legal guardians of students must give the registrar the names of adults authorized to check-out their child/children.
- Adults suspected under the influence of alcohol or drugs will not be allowed to check-out a student, law enforcement will be notified.
- Current enrolled students 18 years or older may check themselves out of school with excused reasons/documentation.

STUDENT’S PERSONAL VEHICLE

Students are not allowed to park outside of the school property and walk to school. Driving a personal vehicle to school is a privilege and is open to students with good behavior and attendance.

Students seeking to drive to school must:

- Have a current Driver’s License.
- Current Proof of Insurance with the student’s name on it.
- Current Vehicle registration.
- Must have a consent form on file for the student to drive their personal vehicle. **Students are not allowed to transport other students in their vehicle. Students are reminded that Pine Hill Schools is a closed campus and so students are not allowed to leave campus during the school day. Students are required to obtain and display their parking pass at all times when on the Pine Hill Schools Campus.** Pine Hill Schools is not responsible for damaged/stolen property. Students who do not follow these guidelines, driving privileges will be revoked and not be allowed to drive to school.

Pine Hill Schools Mr. & Ms. Warrior/Little Mr. & Ms. Warrior

The Pine Hill Schools Mr. & Ms. Warrior/Little Mr. & Ms. Warrior titles are honorary roles awarded to students who represent the values, culture, and spirit of Pine Hill Schools. These titles carry responsibilities and privileges, and students chosen to hold these titles serve as ambassadors for the school in cultural, academic, and community events. These individuals will exemplify the attitude and moral virtues of Indigenous youth community. Students must maintain at least a 2.5 GPA and not have any behavioral referrals to participate. They must model positive character and demonstrate respectful behavior on the Pine Hill Schools campus, in the public, and on social media. **Parents/Guardians are responsible for all expenses** the student participates in community events such as, parades, and other cultural activities. Students must sign a contract and adhere to the guidelines as representatives. Unless the organization makes an official request for their appearance at an event.

TEXTBOOKS

Textbooks are property of the Pine Hill Schools. Textbooks are loaned to students for their use. Any lost, stolen, or damaged book is the responsibility of the student/parents and he/she may be charged for replacement of a textbook.

VISITS AND PHONE CALLS TO CLASSROOMS

Visits and phone calls for students during instructional time are strongly discouraged, as they disrupt the learning environment. Exceptions may be made during approved schoolwide activities.

VISITORS

ALL visitors must report to the main office and obtain permission to visit any part of the campus. Upon signing in, show identification for issuance of a visitor's pass which will permit campus access.

ALL VISITORS MUST WEAR A VISITOR'S TAG AT ALL TIMES.

- A. Students
 - a. Students may not bring children (brothers, sisters, relatives, or friends) to school for any reason.
 - b. Upon graduation, seniors are no longer students of Pine Hill Schools and are classified as Alumni. They must follow the Visitor's Policy.
- B. Parents
 - a. Parents are encouraged to visit but must have a scheduled appointment made with the teacher due to security reasons. As visitors, parents will only be allowed to visit the classroom of their own children. Proper identification will always be checked.
- C. FACE Students/Parents
 - a. Parents are encouraged to visit, but visiting children must be accompanied by their parents.
 - b. As visitors, parents will only be allowed to visit the classroom of their own children.
 - c. If a FACE parent is not in-attendance for Center-based class, a FACE parent must obtain a visitor's pass to be permitted on campus.
- A. Other visitors must have a prior appointment with school staff to conduct their business, and if the business is with Instructional Staff, then the appointment will be during non-instructional time.
- B. Parent Partnership Committee. Will follow the school's Visitor Policy.

SCHOOL DISCIPLINE

SCHOOL DISCIPLINE

Pine Hill Schools' goal is to provide each student with the personal attention that is essential to attain academic success. When a child is having difficulty behaving in the classroom, we will look at the whole aspect of the student and work with him/her individually to help facilitate healthy behaviors. Our purpose is to help create a healthy student, family, and overall community.

Upon receiving a referral from the teacher:

- 1. Students will follow classroom rules and consequences.
- 2. If warranted, the teacher will refer the student to the Dean of Student who will intervene and follow up with the teacher and/or administrators.

3. Administration will intervene if behavior warrants repeated behavior or immediate concern for safety or school violation. In every circumstance school staff will develop a plan with the student to help guide him/her onto the successful path. This may include networking with Pine Hill Schools Family Engagement, Pine Hill Schools counselors, Pine Hill Behavioral Health Services, Law Enforcement, Peacemaker Court and/or the Ramah Navajo Court System.

After-school Intervention Program, IN or Out of school suspension is one of the consequences that Pine Hill Schools may employ when it is deemed necessary. If suspended, students will not be eligible to participate in school events; such as, sports, games, dances, field trips, and other special events held by Pine Hill Schools. It will be at the Administration's discretion.

Classroom Management Plan

To be implemented when a student violates the Code of Conduct (*refer to the grade-level specific Code of Conduct attached below*).

CONDUCT (Minor) VIOLATIONS

The teacher will complete and document the Conduct Referral Slip.

1st Offense: Verbal warning (up to **three** verbal warnings may be given).

2nd Offense:

1. Conversation with the student about behaviors/conduct.
2. Parent/guardian phone call.
3. Loss of free time or break privileges.
4. If appropriate, Dean of Student referral.

3rd Offense: Completion of a **Teacher-Student Classroom Behavior Agreement** outlining expectations and goals for improvement.

4th Offense: **Office Behavior Referral** and/or a **Conduct Referral** for administrative intervention.

Major Violations

For major violations, the teacher will complete a **Discipline Referral Form**, and the administration will take appropriate action based on the nature of the violation. Consequences for major violations will be strictly enforced in accordance with school policy.

Major VIOLATIONS

Handled by Administration

1. ASSAULT/ BATTERY –

Definition: The unlawful beating of another person, where only one person exhibits violent behavior.

1st offense: 3-10 days suspension, possible Long-term suspension or recommendation for expulsion pending student hearing, police may be notified on a case-by-case basis, parents notified.

2nd offense: Long-term suspension or recommendation for expulsion, police may be notified on a case-by-case basis, parents notified.

Expulsion: **There will be NO tolerance for physical contact with an adult. No students shall make any aggressive, physical contact with any adult/staff/parent. This includes bodily fluids.**

2. BODILY FLUIDS:

Definition: Inappropriate use of bodily fluids, such as: spitting, mucus, or blood. **1st**

offense: 1-3 days suspension, notify parents.

2nd offense: 3-5 days suspension, parent conference, mandatory counseling. **3rd**
offense: Long-term suspension, student hearing.

3. BULLYING/CYBER BULLYING

Definition: Physically hitting, shoving, pushing, and destruction of property. Hurtful words and pictures conveyed by the internet, email, and electronic devices are considered cyber bullying.

There is **NO TOLERANCE** for bullying. A bully is a child or person who oppresses or harasses someone else on a continuous basis. The harassment may be physical or mental such as verbal actions such as gossiping,

teasing and taunting. Nonverbal behavior such as facial expressions, pictures, and conveying threats are also considered bullying.

1st offense: Mandatory conference with a the Dean of Students. Notification made to parents. Suspension assigned based on situation at the discretion of the administration.

2nd offense: 1-3 days out of school suspension, parents will be notified.

3rd offense: Long-term suspension or recommendation for expulsion. A student hearing will be scheduled.

4. CHEATING/PLAGIARIZING

Definition: All forms of academic dishonesty, including, but not limited to plagiarism and cheating. Cheating is intentionally using or attempting to use unauthorized materials, information, notes, study aids or other devices in any academic exercise

1st offense: No credit for assigned work. 1 day After-school intervention program. Parents will be notified.

2nd offense: 4 days in After-school intervention program. Meeting with parents and the Administration.

NWEA and BIE Spring ASSESSMENT CHEATING

2-day automatic suspension because of the severity of the action. (i.e. Artificial Intelligence (AI) response, apps, phone usage). Testing is very important in collecting schoolwide data

5. DEFIANCE OF SCHOOL PERSONNEL

Definition: When a student disregards directions, is disrespectful, or disregards the commands of any school personnel. Depending on the violations may result in immediate suspension and/or parent conference, depending on severity.

1st offense: 1 to 2 days out of school suspension, notify parents, and the Dean of Students.

2nd offense: 3 to 5 days out of school suspension, notify parents, and Dean of Students.

3rd offense: Student hearing with recommendation for long term suspension.

6. DISORDERLY CONDUCT

Definition: When a student is involved in any disruptive behavior not covered under other codes in this handbook, such as: Loud or unusual noise making; quarreling, threatening or challenging to fight; abusive or obscene language; using fireworks; forcing someone to do something against his/her will; throwing rocks/snowballs/spitballs; pulling fire alarms, kicking doors; or continuously acting in a manner to interfere with the teacher's ability to conduct class. Any violations may require immediate suspension and/or parent conference. Law enforcement may be notified and/or involved depending on severity.

1st offense: Verbal warning, notify parent, 3 days lunch detention – possible suspension depending on severity.

2nd offense: 1-3 days detention in mandated counseling, mandated parent conference. Possible suspension depending on severity.

3rd offense: Student hearing

7. DRESS CODE VIOLATION

Definition: Pine Hill Schools expects students to dress in an appropriate manner. Parents will be notified of students who require a change of clothing. See dress code policy below for more information.

1st offense: Contact parents, parents come and get students to change. 2nd offense: Parent/student conference.

3rd offense: 3 days after-school intervention program.

8. ELECTRONIC DEVICES

Definition: Electronic devices (Phones, iPads, tablets, Cell Phone, Digital Camera, Electronic game devices (e.g., Gameboy, PSP), Handheld Video Camera, Laser Pointer, (For safety reasons, laser lights are prohibited from the school campus), Personal Music Player/iPod/Speakers, Portable DVD Player, Personal Laptop, air pods, etc.). **Cell phones and other electronics and other 21st century devices may be permitted to be used by students to supplement instruction and learning. Students have access to the internet using their Chromebooks.**

Pine Hill Schools school and staff will not be responsible for lost or stolen electronic devices nor will they

engage in searching for lost or stolen devices. No videotaping or taking photos unless it is part of a classroom assignment. The best place for your electronic device is at home. If students are found to be using electronic devices not related to instructional activities any member of Pine Hill Schools staff may confiscate the device.

The consequences are as follows:

1st offense: Staff will confiscate until the end of the day, parent/guardian notified.

2nd offense: Staff will confiscate and it will be checked in with the Administration and ONLY released to the parent/guardian; parent/guardian notified.

3rd offense: Staff will confiscate and it will be checked in with the Administration and ONLY released to the parent/guardian after ONE WEEK, parents/guardian notified.

4th offense: Staff will confiscate and it will be checked in with the front office and ONLY released to the parent/guardian at the end of the SEMESTER; parents/guardian notified.

Failure by student to relinquish an electronic device will result in a 1-day suspension from Pine Hill Schools.

9. FALSE ALARMS:

Definition: Making false threats towards the school or pulling the fire alarm.

1st offense: 3-5 days suspension, possible legal action, notify parents/guardian.

2nd offense: Long-term suspension to expulsion, possible legal action. Notify parents/guardian.

3rd offense: Expulsion, possible legal action. Notify parents/guardian.

10. FIGHTING

Definition: To engage in a physical altercation. Police may be notified in instances of fighting based on severity.

1st offense: 1-3 days out of school suspension for all students involved, notify parents/guardians, counseling or long term suspension, police may be notified in instances of fighting based on severity.

2nd offense: 4-5 days out of school suspension for all students, notify parents/guardian, police may be notified in instances of fighting based on severity.

3rd offense: Student Hearing with the recommendation for long-term suspension or expulsion, police may be notified in instances of fighting based on severity.

11. GROUP OR GANG RELATED PHYSICAL ASSAULT

Definition: The unlawful beating of another person where two or more persons exhibit violent behavior as part of a group or gang up on another person(s).

1st offense: 3-5 days suspension, notify parents/guardians, counseling or long term suspension. Police may be notified in instances of fighting based on severity.

2nd offense: Student hearing with the recommendation for long-term suspension or expulsion. Charges may be filed with law enforcement for further action.

12. HARASSMENT

Definition: When students make a verbal attack (including persistent nagging or teasing, an attempt to intimidate another, inciting a fight, obscene verbal attack, or any other action that inflicts distress) on another student, a staff member, or another person. Depending on the severity, law enforcement will be notified. Any recommendations for further action will be at their discretion.

1st offense: After-school intervention program, notify parents/guardians, additional consequences at the discretion of administration.

2nd offense: 1-3 days suspension, parent/guardian meeting, mandatory counseling.

3rd offense: Student Hearing.

13. ON CAMPUS TRUANCY (Ditching)

Definition: Students are absent from a class without authorization.

1st offense: Notify parents/guardians, after school intervention program.

2nd offense: 1-3 days in after-school intervention program, parent/guardian notification.

3rd offense: 3-5 days in after-school intervention program, parent/guardian notification.

14. OFF CAMPUS TRUANCY (Ditching)

Definition: Students leaving campus without authorization during school hours.

1st offense: 1-3 days in after-school intervention program notify parents, notify police, and required parent/guardian conference.

2nd offense: 3-5 days in after-school intervention program, notify parents, notify police, and Student Hearing.

PROFANITY (Language)

Definition: The use of inappropriate, vulgar or obscene language deemed profane and/or abusive language directed towards students or staff members. The use of swear words.

1st offense: 1 to 2 days out of school suspension, notify parents/guardians, and counseling.

2nd offense: 3 to 5 days out of school suspension, notify parents/guardians, and counseling.

3rd offense: Student hearing with recommendation for long term suspension.

15. PUBLIC DISPLAY OF AFFECTION (PDA)

Definition: Students are expected to model socially acceptable behavior. Inappropriate touching or sexual connotations will not be tolerated. Students will receive a verbal warning, parents will be notified and discipline will be assigned depending on the offense.

1st offense: Notify parents/guardians, mandatory counseling (include contemporary and kinship teaching), After-school self-respect education

2nd offense: 1-3 day(s) Suspension, parent/guardian conference, mandatory counseling.

3rd offense: 3-5 day(s) Suspension, parent/guardian conference, mandatory counseling.

4th offense: Suspension pending Student hearing.

16. SEXUAL HARASSMENT

Definition: No student will be involved in any act of sexual harassment, physical or verbal nature, which can be interpreted as sexual abuse. This includes, but not limited, unwanted touching, sexual comments, name calling, spreading rumors, pressure for sexual activity, and obscene gestures.

1st offense: Parent/guardian conference and after-school intervention program. Additional consequences may be assigned at the discretion of administration. Notify parents/guardian.

2nd offense: Mandatory counseling, parent/guardian conference, 1-3 days suspension.

3rd offense: 3-5 days suspension with recommendation from the Student hearing.

17. STUDENT PERSONAL TRANSPORTATION

Students are not allowed to transport fellow classmates at any time.

1st offense: Notify Parents/guardians, on-campus driving privilege revoked for 1 month.

2nd offense: Notify Parents/guardians, on-campus driving privilege revoked for 6 months.

3rd offense: Notify Parents/guardians, on-campus driving privilege revoked for the whole school year.

18. SUBSTANCE ABUSE AND SUSPECTED USE: (See pages 32-33.)

19. TECHNOLOGY VIOLATIONS

Inappropriate use of the internet. No downloading software without permission from the teacher and IT department. Online communication is up to the discretion of the teacher.

Zero tolerance

Pornography or any other sexual explicit materials/content will result in automatic suspension/possible expulsion.

Consequence: Student placed on contract. After-school Intervention program, meeting with parents/guardians.

Theft of information accessible via the internet. No student will use information gained through use of the

internet/network without appropriate authorization.

Consequence: Student placed on contract. 1-3 day suspension, meeting with parents/guardians.

20. THEFT

Definition: Students will not be involved in any unauthorized taking of property. The student and/or parents/guardians will be required to pay for the property, regardless of ownership. Law enforcement will be notified if warranted.

1st offense: 5 days suspension, restitution and legal referral, parents/guardians notified.

2nd offense: 10 days or long-term suspension, restitution and legal referral, parents/guardians notified.

21. TOBACCO

Definition: Use of vape, e-cig, chewing tobacco, and/or cigarettes are not allowed on campus. 1st offense: Confiscate tobacco, counseling, 1-3 days suspension and parent/guardian notified.

2nd Offense: Confiscate tobacco, counseling, and 3-5 days suspension and parent/guardian conference.

3rd Offense: Student hearing with the recommendation for long-term suspension or expulsion and parent/guardian conference.

22. VANDALISM/ARSON

Definition: No student will make willful or malicious damage to school or personal property, school campus, buildings, or staff property. This damage may include but is not limited to graffiti, damage by burning, cutting, tearing, dismantling, and damage to cars in parking lots. No student will attempt to harm or destroy technology data of another user or computer.

1st offense: Suspension to possible expulsion. Parents/guardians notified.

2nd offense: Student Hearing with recommendation for long-term suspension or expulsion. Parents/guardians notified

23. WEAPONS

Definition: No student shall possess, handle, transmit, threaten with discharge or use of any object that can reasonably be considered or converted to and/or used as a weapon such as, but not limited to: knives, brass knuckles, bats (other than for athletics), clubs, sticks, lasers, Chinese stars, razors, rocks, or other projectiles, and the like. Toy guns are not acceptable.

1st offense: 5-10 Days Suspension depending on the severity.

2nd offense: Student hearing with the recommendation of suspension or expulsion depending on severity. Law enforcement will be notified.

24. WEAPONS (Fire Arm or Any Reasonable Facsimile)

Definition: No student shall possess, handle, transmit, threaten use of a firearm or facsimile gun (including BB guns and/or pellet guns).

Consequence: Law enforcement notification. Immediate Expulsion.

25. WEAPONS (Combustible Items)

Definition: No student shall have any combustible items such as aerosol sprays; spray paint, lighters, fireworks, tear gas, mace, pepper spray, or other explosives that might be harmful.

Consequence: Student Hearing. Law enforcement notification. Suspension to possible expulsion.

In accordance to Title 20 U.S.C § 7151, The Guns-Free School Act, reauthorized by the No Child Left Behind Act of 2001 (Public Law 107-110) as Section 4141 of the Elementary and Secondary Education Act of 1965 states: Zero Tolerances for Firearms and Other Weapons all BIE-operated, tribal grant and contract schools must abide by the following protocols.

- A. Zero Tolerance under the Guns-Free School Act must require expulsion from school for a period of not less than a year a student who is determined to have threatened, brought, used, or possessed a firearm or weapon to or toward Pine Hill Schools campus. The Chief Administrator or similarly situated administering officer may modify the expulsion requirement on a case-by-case basis. The modification must be in writing.

1. A WEAPON may include; a knife or an instrument used as bludgeon such as a bat. School administrators may make the determination of an object and the facts surrounding the student's possession of the weapon.
2. DUE PROCESS - Consequences for possession of a firearm or other weapon shall be imposed consistently and equitably. A student found to have possessed, used, or brought a firearm or other weapon on school property or at an off campus event is entitled to due process and an opportunity to be heard. After the student has been formally notified or the school charges and due process has been accorded, the student shall be expelled for a period of not less than one year, subject to a case-by-case exception process.
3. SPECIAL CONSIDERATION - If the student in question of possessing a firearm or other weapon was innocent without intent to harm. A school administrator may modify the expulsion requirement for a student on a case-by-case basis. The rationale for such modification must be fully documented in writing. Additionally, this policy is consistent with the Individuals with Disabilities Education Act (IDEA). By using the case-by-case exception, schools are able to discipline students with disabilities in accordance with the requirement of Part B of the IDEA and section 504 of the Rehabilitation Act and maintain eligibility for federal financial assistance.
4. SEARCH AND SEIZURE - In all situations of search and seizure conducted by school staff, parent/guardian notification will be given. If the parent /guardian cannot be contacted, and the situation could endanger students and staff, a reasonable search will be conducted by a trained school staff member.
 - Whenever possible, law enforcement and SRO are designated as the entity to perform all search and seizures
 - If there is reasonable suspicion that a student is in possession of a firearm or other weapon, and law enforcement is not available, a search of the student by a trained staff member may be conducted to ensure the safety of students and staff. The search must be within a reasonable scope of the violation and not excessively intrusive in light of age and sex of the student and the nature of the infraction.

Withholding grade reports, diplomas and transcripts. If the student loses or damages school property, Pine Hill Schools may withhold the issuance of official written grade reports, diplomas and transcripts until the student or student's parent or guardian has paid for the damages.

DRESS CODE POLICY

Pine Hill Schools has the expectations that students will dress in an appropriate manner for the importance of education. The school expects all students to dress in a student approved manner. Pine Hill Schools has the authority to enforce the dress policy as it sees fit. (Administration and staff need to enforce these policies CONSEQUENCES – See Dress Code Violation, Page 20).

Ramah Navajo School Board Inc., is not responsible or liable for accidents. Skateboards are NOT ALLOWED on campus and will be confiscated. Unacceptable Clothing & Accessories includes but are not limited to:

- No excessively tight or revealing clothing including short shorts, short skirts, sheer shirts or bare midriff, tank tops, low cut shirts, off the shoulder shirts, oversized basketball shirts with no t-shirt underneath, spaghetti straps, tube tops, halter tops or muscle shirts, altered clothing as well as ripped or frayed clothing.
- No attire or accessories that advertise, display, or promote any profanity, or drug, including alcohol or tobacco, sexual connotation, violence, disrespect and/or bigotry towards any group are not acceptable (i.e. Insane Clown Posse (ICP), derogatory bands).
- No cleavage can be shown.
- No gang related attire is permitted on campus.
- No sagging or baggy pants or wearing pants below the waist, including 'low rise', torn jeans, skinny jeans or pants belted below the waist that allow underwear or skin to show.
- No spiked jewelry, chains, belts with more than 2" excess.
- No hats, caps, beanies, head gear, headbands, hair nets, hair bonnets, and masks are allowed unless they are specific to instruction or event (i.e. Halloween), safety, religious, or for medical reasons. Hats may be worn, but

only outside the buildings. Hoodies must be removed upon entering school buildings.

- No pajamas, house slippers and trench coats are not allowed unless sponsored by a school event.
- No flip flops. Shoes must be worn at all times.

Note: Students must wear their clothing appropriately at all times.

SUBSTANCE ABUSE POLICY

It is the position of the Pine Hill Schools that a caring environment is essential in preventing students from becoming involved with harmful substances. Students shall have the opportunity to develop a positive self-image and achieve their maximum potential in an atmosphere free of substance abuse.

While we recognize the health problems of youth are primarily the responsibility of the home and community, the school encourages parents/guardians and the legal system to accept their responsibility because substance abuse may lead to problems that interfere with school behavior, learning, and achievement.

The school will cooperate with the community resources to educate students, staff, and families concerning substance abuse, as well as to support alternatives for helping students and their families, including prevention and intervention strategies.

The Pine Hill Schools prohibits students from using, possessing, distributing, or trafficking alcohol, marijuana, narcotics, and other dangerous drugs on school property, or related school activities. When dealing with policy violations, school authorities will follow the Substance Abuse Policy consequences as outlined in the Parent/Student Handbook.

Due process rights for students and parents/guardians are guaranteed under student code. School officials shall follow procedures for suspension and expulsion as defined in the Student Code.

CONSEQUENCES FOR SUBSTANCE ABUSE

1. ALCOHOL, MARIJUANA, NARCOTICS, OTHER DANGEROUS DRUGS & DRUG PARAPHERNALIA (Suspected Use and/or Possession)

Suspected use, use and/or Possession of alcohol, marijuana, narcotics, and other dangerous drugs while on school property or at a school sponsored activity will not be tolerated. This includes Vape devices with THC. The item(s) may be in the actual possession of the student or in his/her backpack, possessions, vehicle or hidden on campus.

1st offense: 2-10 days suspension, and/or 2 week after-school intervention program; parent/guardian meeting. Law enforcement notification. Actual possession may result in a citation/arrest. Mandatory counseling: Student may be referred to the following resources:

- Pine Hill Schools Counselor
- Pine Hill Behavioral Health Center

2nd offense: Citation/arrest and long term suspension or recommended expulsion, parent/guardian meeting. Law enforcement notified. Mandatory counseling: student may be referred to the following resources:

- Pine Hill Schools Counselors
- Pine Hill Behavioral Health Center
- Ramah Navajo Prosecutor's Office

2. CONSEQUENCES FOR SELLING/ DISTRIBUTING: ALCOHOL, MARIJUANA, NARCOTICS, OTHER DANGEROUS DRUGS AND/OR PARAPHERNALIA

No student shall be involved in selling/distributing alcohol, marijuana, narcotics, other dangerous drugs, and/or paraphernalia to another student. This includes Vapes device with THC. Student may be referred to the following resources:

- Pine Hill Schools Counselors
- Pine Hill Behavioral Health Center
- Ramah Navajo Prosecutor's Office

1st offense: Long-term suspension – Expulsion. Law enforcement notification/involvement, Actual possession may result in a citation/arrest. Student Hearing.

Note: Drug sniffing dogs may be used at any time. If the dogs indicate or make a detection, students may be subjected to “Consequence 1. ALCOHOL, MARIJUANA, NARCOTICS, OTHER DANGEROUS DRUGS & DRUG PARAPHERNALIA (Suspected Use and/or Possession). This includes Vape devices with THC.

DUE PROCESS PROCEDURES AND APPEALS – 25 CFR 42.24

EVERY STUDENT IS ENTITLED TO DUE PROCESS in instances to disciplinary action for alleged violation(s) of school regulations that result in expulsion.

DUE PROCESS SHALL INCLUDE:

1. Notice of charges within reasonable time prior to a hearing. Notices of the charges will include what rule(s) was violated; the alleged facts concerning the violation and notice of access to all statements of persons relating to the charges and to those parts of the student’s school record, which shall be considered in making a disciplinary decision.
2. A fair and impartial hearing before disciplinary action takes place unless there’s an emergency situation. The official may impose a temporary suspension followed immediately by a report about the facts leading to the emergency, which shall not include any conclusions at this point. The student shall have the opportunity for a hearing as soon after the incident as possible, in accordance with due process regulations.
3. The right to have parent(s) or guardian(s) or their designated person, or legal counsel to be present at the hearing. The student is responsible for attorney fees.
4. The right to have witnesses on one’s behalf and witnesses called to participate in the hearing and to question said witnesses.
5. The right to a record of hearing of disciplinary action, including written findings of fact and conclusions in all cases of disciplinary action.
6. The right to administrative review and appeal (25 CFR part 42).
7. The student shall not be compelled to testify against himself.
8. The right to have allegations of misconduct taken out of the student’s school record if the student is found not guilty of the charges.

Pine Hill Schools ACTIVITIES ELIGIBILITY STANDARDS

All students who are enrolled at Pine Hill Schools will abide by the rules and regulations set forth by the Ramah Navajo School Board of Education, Inc., and agreed upon by the staff. These rules are to enhance the quality of education and the participation in all school activities. Requirements to participate in any school-sponsored club, Student Council, Pine Hill Schools Royalties or athletic program are as follows:

1. Students are to abide by the Pine Hill School Student/Parent Handbook.
2. All students must maintain a minimum GPA of 2.0 with no failing grades (no F’s) during the most recent nine-week grading period and continue to meet this standard throughout the school-sponsored activity. Additionally, students must have no behavior referrals.

The Pine Hill Schools code of conduct was established to ensure a safe atmosphere and healthy environment for learning. By enrolling at Pine Hill Schools, the student agrees to abide by this Student Code of Conduct. Consequences have been set for violations of the Student Code. These consequences will be applied fairly to all students.

1. Set clear expectations for student appropriate conduct.
2. Ensure a safe environment for teaching and learning which is protected from disruption and harassment.
3. Provide information to students and parents about rules and regulations of the school and possible penalties for violations of these rules and regulations.
4. Provide uniform administrative and disciplinary procedures within the school.
5. Provide for the enforcement of school disciplinary rules and regulations when the student is on school property, in attendance at school, or at any school sponsored activity or engaged at any time or place in conduct that has a direct effect on maintaining order and discipline in the school. This also includes transportation to and from school activities.

The Student Code of Conduct is developed in accordance with the Code of Federal Regulations, Title 25, Chapter 1, subchapter E, part 42, and Bureau of Indian Affairs Manual 62 BIAM.

The Administrator has the authority to expel, suspend, or otherwise discipline students if there is cause. Teachers have the authority to temporarily remove students from class if the student is disruptive to the orderly education process of the class.

County, state, and tribal, and federal authorities may prosecute students who commit crimes and violate laws. The courts will administer the penalty for these violations and the school may impose a second penalty, which will not be construed as double punishment or double jeopardy. The law enforcement agency will make a determination about any legal action to be taken in each individual case.

HIGH SCHOOL GRADUATION REQUIREMENTS

(The N.M. State and Pine Hill School Board Requirements)

Pine Hill Schools requires a successful completion of a minimum of 24.5 credits in coursework (aligned to the NM state academic content and performance standards) to receive a High School Diploma (NM requirement 09-09-2011).

A ASSESSMENT

1. NWEA BOY, MOY, BOY
2. English Language Assessment Survey (WIDA) for Grades K-12

ATTENDANCE

1. No excessive tardies and or absences

HIGH SCHOOL GRADUATION REQUIREMENTS

(The N.M. State and Pine Hill School Board Requirements)

Pine Hill Schools requires a successful completion of a minimum of 24.5 credits in coursework (aligned to the NM state academic content and performance standards).

i. COURSEWORK REQUIREMENTS for the Class of 2027:

<i>Effective for students in Class of 2027 and after:</i>	
Mathematics	4.0
Language Arts	4.0
Social Studies	3.5
Science (2 w/ labs)	3.0
Physical Education (PE)/*Team Sports	1.0
Health	0.5
Diné Language Diné History/ Diné Government.	1.5
<u>Career Cluster, Workplace Readiness, or a Language other than English</u>	1.0
Electives	6.0
Total	24.5

SPECIAL EDUCATION PATHWAYS FOR GRADUATION

There are three pathways by which Special Education students earn a diploma: The Standard, Modified and Ability pathways as described below. The pathway selected for each student is based on his or her Individual Education Plan

(IEP). The Registrar will change diploma type to appropriate pathways determined by the Multi-Disciplinary Team/IEP.

- Standard Pathway – students must meet the standard graduation requirements and pass the graduation assessments.
- Modified Pathway- students must earn the total number of credits required for graduation. Courses are determined by the IEP Team with consideration for access to the general curriculum as much as possible and in alignment with the student’s Transition Plan and Post-Secondary Goals for Education/Training, Employment and Independent Living as needed. Students participate in the standard graduation assessments and must meet the cut scores as determined by the IEP Team. Students must also complete career goals determined in their IEPs.
- Ability Pathway- students must earn the total number of credits required for graduation, complete goals determined in the IEP, and complete the Alternate Graduation Assessment.

Student’s Signature: _____

Date: _____

Student’s Name (Print): _____

Pine Hill Schools
CODE OF CONDUCT
ELEMENTARY (Grades: Pre-K to 3rd)
School Year 2026 – 2027

These rules will be followed at Pine Hill Schools and all school-based functions:

Show Respectful Behavior:

- I will be kind and use my manners and respectful language. Like, please, thank you, excuse me and sorry
- I will raise my hand and listen when others speak.
- I will follow directions.
- I will show appreciation and gratitude (Aheeh nisin).
- I will respect others by giving them personal space, not touching their belongings without permission, and honoring their privacy.
- I will use my manners and kind words like “please,” “thank you,” “excuse me,” and “sorry” to show respect and kindness.
- I will wear appropriate clothing.

Be Responsible and Accountable:

- I will be at school on time every day.
- I will help keep the school campus clean and beautiful.
- I will follow all school rules.
- I will do my schoolwork, homework, and assignments.
- I will be accountable for my actions and behavior.
- I will only bring school appropriate materials.
- I will properly use all electronic devices.

Be Safe:

- I will speak up and tell my teacher if something is wrong or someone is hurt.
- I will stay on campus with a parent/guardian or staff member.
- I will not bring toy weapons of any kind.

Bus Safety Rules:

- I will stay seated while the bus is moving.
- I will keep the bus clean and respect others' property.
- I will speak quietly and kindly to others on the bus, and no loud music will be tolerated.
- I will wait my turn, enter and exit the bus safely.
- I will listen and respect the bus driver at all time.
- I will stay alert and follow adult directions in the loading and unloading zones to stay safe around vehicles.
- All student handbook rules apply on the bus.

Walk in Beauty – Hózhó'ó jikéé'go Ná'niltin (Blessingway Teachings):

- Hwól Hadlee' dóó Jijooba' (Be generous and kind)
- Táá' altsohní Hwił Niljigo Joogháál (Respect Values)
- Hazaad Jidisingo Yájiłt'i' (Have reverence and care for speech)
- Hazhó'ó Ajiists'áá' (Listen Carefully)
- T'áá Altsoh Bich'i' Háhózhó (Show positive feelings towards others)

Diné (Navajo) Core Values:

- Hózhó (Harmony and Balance)
- K'é (Kinship and Respect Relationship)
- Tááhwó Ájit'éégo (Self Reliance and Responsibility)
- Áłchíní dóó Hooghan Haz'áádóó bá Ayó'óni' dóó H'íłí (Love and Respect for Children and Family)
- Sihasin dóó Oodlá' (Hope and Faith)
- Diné Bi Bee Na'nitin dóó Óhoo'aah (Traditional Knowledge and Learning)
- H'íłí Bee Yájiłt'i' dóó Bee Íshjání Ájoo't'íł (Respectful and Action)

Six Pillars of Core Values:

- **TRUSTWORTHINESS** – A person of character is trustworthy, lives with integrity, is honest, and loyal.
- **RESPECT** – A person of character values all persons, lives by the Golden Rule (treat others as you want to be treated, and respects the dignity, privacy, and freedom of others).
- **RESPONSIBILITY** – A person of character meets the demands of duty, is accountable, pursues excellence, and exercises self-control.
- **FAIRNESS** – A person of character is fair and just, is impartial, listens, and is open to differing viewpoints.
- **CARING** – A person of character is caring, compassionate, kind, loving, considerate and charitable.
- **CITIZENSHIP** – A person of good character is a good citizen, does his or her share, helps the community, adheres to the rules, and respects authority and law.

Students are guaranteed that if they follow these rules and do their best to learn every day, they will be prepared to go to college! I agree to follow the four rules of: Be Respectful, Be Responsible, Be Safe, and Walk in Beauty.

Student's Signature: _____ *Date:* _____

Student's Name (Print): _____

I have reviewed the Pine Hill Schools' expectations, rules and consequences with my son/daughter.

Parent/Guardian's Signature: _____ *Date:* _____

Pine Hill Schools
CODE OF CONDUCT
ELEMENTARY (Grades: 4th and 5th)
School Year 2026 – 2027

These rules will be followed at Pine Hill Schools and all school-based functions:

Show Respectful Behavior:

- I will use kind, respectful and appropriate words with everyone.
- I will raise my hand and wait for my turn to speak.
- I will follow directions the first time they are given.
- I will show appreciation and gratitude (Aheeh nisin).
- I will respect everyone's personal space, privacy, and belongings
- I will wear appropriate clothing.

Be Responsible and Accountable:

- I will come to school every day, on time, and ready to learn.
- I will complete and turn in my homework on time.
- I will keep personal electronic devices at home unless given permission.
- I will dress appropriately and follow the school dress code.
- I will only bring beverages and food when I have permission.
- I will help keep our campus clean including classrooms, cafeteria, hallways, bathrooms, etc.
- I will properly use all electronic devices.

Be Safe:

- I will stay on school grounds unless I am signed out by a parent or staff member.
- I will keep my hands, feet, body and objects to myself.
- I will help keep our school a safe place by not bringing any weapons or dangerous items—even toys that look like weapons.
- I will walk safely and respectfully in the hallways and campus.

Bus Safety Rules:

- I will stay seated while the bus is moving.
- I will keep the bus clean and respect others' property.
- I will speak quietly and kindly to others on the bus, and no loud music will be tolerated.
- I will wait my turn, enter and exit the bus safely.
- I will listen and respect the bus driver at all time.
- I will stay alert and follow adult directions in the loading and unloading zones to stay safe around vehicles.
- All student handbook rules apply on the bus.

Walk in Beauty – Hózhó'ó jikéé'go Ná'níltin (Blessingway Teachings):

- Hwól Hadlee' dóó Jíjooba' (Be generous and kind)
- Táá' altsohní Hwił Níłjigo Joogháál (Respect Values)
- Hazaad Jidísingo Yájiłt'i' (Have reverence and care for speech)
- Hazhó'ó Ajiists'áá' (Listen Carefully)
- T'áá Altsoh Bich'i' Háhózhó (Show positive feelings towards others)

Diné (Navajo) Core Values:

- Hózhó (Harmony and Balance)
- K'é (Kinship and Respect Relationship)
- Tááhwó Ájít'éégo (Self Reliance and Responsibility)
- Áłhíní dóó Hooghan Haz'áádóó bá Ayó'óni' dóó H'íł (Love and Respect for Children and Family)
- Sihasin dóó Oodlá' (Hope and Faith)
- Diné Bi Bee Na'nitin dóó Óhoo'aah (Traditional Knowledge and Learning)
- H'íł Bee Yájiłt'i' dóó Bee Íishjání Ájoo't'íł (Respectful and Action)

Six Pillars of Core Values:

- **TRUSTWORTHINESS** – A person of character is trustworthy, lives with integrity, is honest, and loyal.
- **RESPECT** – A person of character values all persons, lives by the Golden Rule (treat others as you want to be treated, and respects the dignity, privacy, and freedom of others).
- **RESPONSIBILITY** – A person of character meets the demands of duty, is accountable, pursues excellence, and exercises self-control.
- **FAIRNESS** – A person of character is fair and just, is impartial, listens, and is open to differing viewpoints.

- **CARING** – A person of character is caring, compassionate, kind, loving, considerate and charitable.
- **CITIZENSHIP** – A person of good character is a good citizen, does his or her share, helps the community, adheres to the rules, and respects authority and law.

Students are guaranteed that if they follow these rules and do their best to learn every day, they will be prepared to go to college! There will be consequences if students do not follow these rules which range from warnings to expulsion.

I agree to follow the four rules of: Be Respectful, Be Responsible, Be Safe, and Walk in Beauty.

Student's Signature: _____ *Date:* _____

Student's Name (Print): _____

I have reviewed the Pine Hill Schools' expectations, rules and consequences with my son/daughter.

Parent/Guardian's Signature: _____ *Date:* _____

Pine Hill Schools
CODE OF CONDUCT
Middle and High School (Grades: 6th to 12th)
School Year 2026 – 2027

These rules will be followed at Pine Hill Schools and all school-based functions:

Show Respectful Behavior:

- I will use appropriate language and gestures and not participate in bullying, name-calling, or fighting.
- I will raise my hand to be heard and will not interrupt others.
- I will follow adult directions.
- I will practice and maintain Aheeh nisin (Be appreciative and thankful).
- I will keep personal space and maintain privacy.
- I will treat everyone with respect and dignity, regardless of their background, appearance, abilities, beliefs, or opinions
- I will wear appropriate clothing.

Be Responsible:

- I will attend school each day, on time.
- I will attend each class period.
- I will bring all necessary materials and be prepared for class.
- I will complete all homework and classwork given by the teacher and submit the work to the teacher **on time**.
- I will keep personal electronic devices put away during class unless I have permission to use them for learning.
- I will follow the school's dress code.
- I will not have food or drinks in the classroom without permission, with the exception of water.
- I will keep the school and campus clean and beautiful.
- I will follow the rules and regulations outlined in the Student/Parent Handbook.
- I will seek college and career opportunities prior to graduation.
- I will be accountable for all my actions
- I will properly use all electronic devices.

Be Safe:

- I will make healthy choices and stay free from drugs, alcohol, and tobacco.
- I will stay on campus during the school day to ensure my safety.
- I will promote a peaceful and respectful environment by avoiding violence.
- I will help keep our school a safe place by not bringing any weapons or dangerous items—even toys that look like weapons.
- I will walk safely and respectfully in the hallways and campus.

Bus Safety Rules:

- I will stay seated while the bus is moving.
- I will keep the bus clean and respect others' property.
- I will speak quietly and kindly to others on the bus, and no loud music will be tolerated.
- I will wait my turn, enter and exit the bus safely.
- I will listen and respect the bus driver at all times
- I will stay alert and follow adult directions in the loading and unloading zones to stay safe around vehicles.
- All student handbook rules apply on the bus.

Walk in Beauty – Hózhó ó jikéé'go Ná'níltin (Blessingway Teachings):

- Hwól Hadlee' dóó Jijooba' (Be generous and kind)
- Táá' ahtsohní Hwił Níłjigo Joogháál (Respect Values)
- Hazaad Jidisingo Yájiłt'i' (Have reverence and care for speech)
- Hazhó'ó Ajíists'áá' (Listen Carefully)
- T'áá Altsoh Bich'i' Háhózhó (Show positive feelings towards others)

Diné (Navajo) Core Values:

- Hózhó (Harmony and Balance)
- K'é (Kinship and Respect Relationship)
- Tááhwó Ájit'éégo (Self Reliance and Responsibility)
- Áłchíní dóó Hooghan Haz'áádóó bá Ayó'óni' dóó H'íłí (Love and Respect for Children and Family)
- Sihasin dóó Oodlá' (Hope and Faith)
- Diné Bi Bee Na'nitin dóó Óhoo'aah (Traditional Knowledge and Learning)
- H'íłí Bee Yájiłt'i' dóó Bee Íishjání Ájoo't'íł (Respectful and Action)

Six Pillars of Core Values:

- **TRUSTWORTHINESS** – A person of character is trustworthy, lives with integrity, is honest, and loyal.
- **RESPECT** – A person of character values all persons, lives by the Golden Rule (treat others as you want to be treated, and respects the dignity, privacy, and freedom of others).
- **RESPONSIBILITY** – A person of character meets the demands of duty, is accountable, pursues excellence, and exercises self-control.
- **FAIRNESS** – A person of character is fair and just, is impartial, listens, and is open to differing viewpoints.
- **CARING** – A person of character is caring, compassionate, kind, loving, considerate and charitable.
- **CITIZENSHIP** – A person of good character is a good citizen, does his or her share, helps the community, adheres to the rules, and respects authority and law.

Students are guaranteed that if they follow these rules and do their best to learn every day, they will be prepared to go to college! There will be consequences if students do not follow these rules which range from warnings to expulsion. I agree to follow the four rules of: Be Respectful, Be Responsible, Be Safe, and Walk in Beauty.

Student's Signature: _____ Date: _____

Student's Name (Print): _____

I have reviewed the Pine Hill Schools' expectations, rules and consequences with my son/daughter.

Parent/Guardian's Signature: _____ Date: _____

Pine Hill Schools
PARENT COMPACT FOR TITLE I
School Year 2026 – 2027

Parent Portion of Compact:

As a parent/guardian/grandparent or external family member of Pine Hill Schools, I will teach my child/ren the value of respecting self, others and property, and behaving appropriately by using good manners. My child/ren will arrive at school on time every day and bring in required notes for attendance. As the parent/guardian/grandparent or extended family member, I will check with my child/ren to ensure that they are completing their homework, projects and grades, and will communicate with the school when it sends information and contact them when I have a concern, this includes the family center regarding resources and support that is provided for the wellbeing of my child/ren. When speaking with my child/ren about their future college and career plans, I will motivate them to continue their education and career plans. It is my responsibility to make sure that my contact information is updated with the Registrar.

Student Portion of Compact:

As a student of Pine Hill Schools, I will respect the rights of others, to learn, and take responsibility for my schoolwork and behavior. I will create my short and long-term goals for the year 2026-2027. It is my responsibility to have good school attendance, be on time to class and to be ready to work every day; complete all homework assignments and provide a safe environment for classmates, teachers, and staff. I will ask for help from my parents, guardians, grandparents or extended family members when I don't understand my schoolwork, my GPA and credits and any grades or resources I may need by communicating with my teacher, counselors and administration.

Teacher Portion of Compact:

As a teacher at Pine Hill Schools, I will conduct myself in a courteous and professional manner, communicate in a clear, respectful and in a prompt manner. I will provide a challenging curriculum with high standards and exceptions in academics and behavior, which meets the student's needs by sharing and encouraging critical thinking, accountability guidance for students to complete classroom tasks, and homework on a timely schedule. With parents/guardians/extended family members I will communicate by phone, e-mail, and/or home visits with parents/guardians. Inviting them to the classroom to participate in parent teacher conferences, school activities/events, and other opportunities for parent involvement. This will provide the opportunity for the parents and students to meet with me to provide guidance on GPA, credits, report cards, and attendance.

Administration Portion of Compact:

The administration at Pine Hill Schools will create a friendly, welcoming atmosphere for parents/guardians/extended families/teachers/colleagues. I will act as an instructional leader by supporting all colleagues in their area of service to the school teachers in the classroom. Counselors, front office staff, cafeteria employees, transportation, bus drivers, educational assistants, business administration. I will send our parents information through email, social media, web, requesting contact information from parents. Accurate information of students, GPA credits and attendance will be available for parents when requested in a timely manner.

Community Portion of Compact:

Pine Hill Schools will reach out to the community to partner, participate, and provide resources to students, parents/guardians, and staff. Including but not limited to Professional development, health and educational success.

Required Signatures:

Parent/Guardian's Signature: _____ Date: _____ Phone #: _____

Student's Signature: _____ Date: _____ Grade: _____

Teacher's Signature: _____ Subject: _____

Administrator's Signature: _____ Date: _____

TECHNOLOGY

TECHNOLOGY ACCEPTABLE USE POLICY FOR STUDENTS

This policy provides the procedures, rules, guidelines and codes of conduct for the use of the technology and information networks at Pine Hill Schools. Use of such technology is a necessary, innate element of the Pine Hill Schools' educational mission, but technology is provided to staff and students as a privilege, not a right. Pine Hill Schools seeks to protect, encourage and enhance the legitimate uses of technology by placing fair limitations on such use and sanctions for those who abuse the privilege. The reduction of computer abuse provides adequate resources for users with legitimate needs.

SUMMARY

Public technology that includes but is not limited to computers, wireless & LAN access, electronic mail, Internet access, Telephone/Voice Mail systems, printing devices and all other forms of instructional, networking and communication tools are provided as a service by Pine Hill Schools to students. Use of these technologies is a privilege, not a right.

Students are expected to observe the following:

- All users are required to be good technology citizens by refraining from activities that annoy others, disrupt the educational experiences of their peers, or can be considered as illegal, immoral and/or unprofessional conduct.
- The student is ultimately responsible for his/her actions in accessing technology at Pine Hill Schools. Failure to comply with the guidelines of technology use (as stated either in this document or in the Ramah Navajo School Board Policy Manual) may result in the loss of access privileges and/or appropriate disciplinary action. Severe violations may result in civil or criminal action under the New Mexico Revised Statutes or Federal Law.

GUIDELINES

1. Access to computers, computer systems, information networks, and to the information technology environment within the PINE HILL SCHOOLS system is a privilege and must be treated as such by all students.
2. The PINE HILL SCHOOLS system will be used solely for the purpose of research, education, and school-related business and operations.
3. Any system which requires password access or for which PINE HILL SCHOOLS requires an account, such as the Internet, shall only be used by the authorized user. Account owners are ultimately responsible for all activity under their account and shall abide by this Policy.
4. Pine Hill Schools's technological resources are limited. All users must respect the shared use of Pine Hill Schools resources. Pine Hill Schools reserves the right to limit use of such resources if there are insufficient funds, accounts, storage, memory, or for other reasons deemed necessary by the system operators, or if an individual user is determined to be acting in an irresponsible or unlawful manner.
5. All communications and information accessible and accessed via the Pine Hill Schools system is and shall remain the property of Pine Hill Schools.
6. Student use shall be supervised and monitored by system operators and authorized staff. Student use must be related to the school curriculum.
7. Any defects or knowledge of suspected abuse in Pine Hill Schools systems, networks, security, hardware or software shall be reported to the system operators.

UNACCEPTABLE USE (of Technology)

The Pine Hill Schools has the right to take disciplinary action, remove computer and networking privileges, or take legal action or report to proper authorities any activity characterized as unethical, unacceptable, or unlawful. Unacceptable use activities constitute, but are not limited to, any activity through which any user:

Violates such matters as institutional or third-party copyright, license agreements or other contracts. The unauthorized use of and/or copying of software is illegal.

1. Interferes with or disrupts other network users, services, or equipment. Disruptions include, but are not limited to, distribution of unsolicited advertising, propagation of computer viruses or worms, distributing quantities of information that overwhelm the system (chain letters, network games, etc.) and/or using the network to make unauthorized entry into any other resource accessible via the network.
2. Attempts to disable, bypass or otherwise circumvent the Pine Hill Schools content filter that has been installed in accordance with the federal Children's Internet Protection Act. This includes but is not limited to the use of proxy servers.
3. Seeks to gain or gains unauthorized access to information resources, obtains copies of, or modifies files or other data, or gains and communicates passwords belonging to other users.
4. Uses or knowingly allows another to use any computer, computer network, computer system, program, or software to devise or execute a scheme to defraud or to obtain money, property, services, or other things of value by false pretenses, promises, or representations.
5. Destroys, alters, dismantles, disfigures, prevents rightful access to, or otherwise interferes with the integrity of computer-based information resources, whether on stand-alone or networked computers.
6. Invades the privacy of individuals or entities.
7. Uses the network for commercial or political activity or personal or private gain.
8. Installs unauthorized software or material for use on Pine Hill Schools computers. This includes, but is not limited to, downloading music, pictures, images, games, and videos from either the Internet or via portable drives.
9. Uses the network to access inappropriate materials.
10. Uses the Pine Hill Schools system to compromise its integrity (hacking software) or accesses, modifies, obtains copies of or alters restricted or confidential records or files.
11. Submits, publishes, or displays any defamatory, inaccurate, racially offensive, abusive, obscene, profane, sexually oriented, or threatening materials or messages either public or private.
12. Uses the Pine Hill Schools systems for illegal, harassing, vandalizing, inappropriate, or obscene purposes, or in support of such activities is prohibited. Illegal activities are defined as a violation of local, state, and/or federal laws. Cyber-bullying and harassment are slurs, comments, jokes, innuendos, unwelcome comments, cartoons, pranks, and/or other verbal conduct relating to an individual which: (a) has the purpose or effect of unreasonably interfering with an individual's work or school performance; (b) interferes with school operations; (c) has the purpose or effect to cause undue emotional stress or fear in an individual.
13. Vandalism is defined as any attempt to harm or destroy the operating system, application software, or data. Inappropriate use shall be defined as a violation of the purpose and goal of the network. Obscene activities shall be defined as a violation of generally accepted social standards in the community for use of a publicly owned and operated communication device.
14. Violates Pine Hill Schools's Acceptable Use Policy.

SCHOOL'S RIGHTS AND RESPONSIBILITIES

1. Monitor all activity on the Pine Hill Schools's system.
2. Determine whether specific uses of the network are consistent with this Acceptable Use Policy.
3. Remove a user's access to the network at any time it is determined that the user is engaged in unauthorized activity or violating this Acceptable Use Policy.
4. Respect the privacy of individual user electronic data. Pine Hill Schools will secure the consent of users before accessing their data, unless required to do so by law or policies of Pine Hill Schools.
5. Take prudent steps to develop, implement, and maintain security procedures to ensure the integrity of individual and Pine Hill Schools files. However, information from any computer system cannot be guaranteed to be inaccessible by other users.
6. Attempt to provide error-free and dependable access to technology resources associated with Pine Hill Schools's system. However, Pine Hill Schools cannot be held liable for any information that may be lost, damaged, or unavailable due to technical or other difficulties.

7. Ensure that all student users complete and sign an agreement to abide by Pine Hill Schools's acceptable use policy and administrative regulation. All such agreements will be maintained on file in the school office.

VIOLATIONS/CONSEQUENCES

Students who violate this Policy will be subject to revocation of Pine Hill Schools system access up to and including permanent loss of privileges, and discipline up to and including expulsion.

Violations of law will be reported to law enforcement officials.

Disciplinary action may be appealed by parents and/or students in accordance with existing Pine Hill

Schools procedures for suspension or revocation of student privileges.

UNACCEPTABLE USE OF Pine Hill Schools'S COMPUTER SYSTEMS INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:

1. Altering any computer configuration including screensavers, desktop settings, network settings, passwords, etc.
2. Installing or downloading any executable files from the Internet or portable drives.
3. Using chat rooms or social web sites except for teacher-directed educational purposes.
4. Installing or using instant messenger programs.
5. Downloading Apps or other music files.
6. Accessing online radio stations and television programs.
7. Writing, downloading, or printing files or messages that contain inappropriate language.
8. Accessing or transmitting pornographic or other inappropriate material.
9. Violating the rights to privacy of students and employees of the Pine Hill Schools.
10. Reposting personal communications without the author's prior consent.
11. Copying commercial software in violation of copyright law.
12. Attempting to hack, crack, or otherwise degrade or breach the security of Pine Hill Schools's network, other networks, or individual computers.
13. Attempting to bypass the district's content filter, including the use of proxy servers.
14. Developing or passing on programs that damage a computer system or network, such as viruses.
15. Plagiarism.
16. Modifying or copying files of other users without their consent.
17. Giving out personal information such as address and phone numbers over the Internet without staff permission.
18. Accessing or transmitting material which promotes violence or advocates the destruction of property including information concerning the manufacture of destructive devices (explosives, bombs, fireworks, incendiary devices, etc.)
19. Accessing or transmitting material which advocates or promotes violence or hatred against particular individuals or groups of individuals.
20. Accessing or transmitting material which advocates or promotes the use, purchase, or sale of illegal drugs.
21. Conducting or participating in any illegal activity.
22. Any act that is determined as Cyber-bullying, harassment, or a violation of good Digital Citizenship.
23. Any inappropriate use as determined by Pine Hill Schools Teachers or Staff, Administration and/or Camnet.

**Pine Hill Schools School Year
2025 – 2026
ACCEPTABLE USE POLICY AGREEMENT FORM**

Sign and return this page only. Do not return the entire policy.

I have read and will abide by the Pine Hill Schools's Acceptable Use Policy. I understand that I am responsible for my actions while using Pine Hill Schools's academic computer systems and the Internet. I understand that my Internet activities will be monitored by Pine Hill Schools, and any violation may result in the loss of computer privileges, discipline as per Pine Hill Schools Technology Policy, and/or appropriate legal action.

Printed Name of Student: _____
Student Location: Pine Hill Schools

[illegible]

(For students under the age of eighteen, a parent or guardian must also sign the agreement.)

I have read and understand that my child must abide by the Pine Hill Schools's Acceptable Use Policy. I understand that some materials on the Internet may be objectionable, but I absolve the Pine Hill Schools and its employees from any liability resulting from my child's activities on the Internet. I understand that my child's Internet activities will be monitored by Pine Hill Schools, and any violation may result in the loss of computer privileges, discipline as per the Pine Hill Schools Technology Policy, and/or appropriate legal action.

Student's Signature: _____ *Date:* _____

Student's Name (Print): _____

I have reviewed the Pine Hill Schools expectations, rules and consequences with my son/daughter.

Parent/Guardian's Signature: _____ Date: _____

Parent/Guardian's Name (Print): _____ Date: _____